



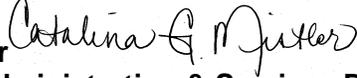
OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2010-19

TO: High School Counselors

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SUBJECT: 2011-12 Cal Grant GPA Verification for High Schools

The California Student Aid Commission (Commission) is pleased to announce the early start of the grade point average (GPA) season for the 2011-12 award year. This Operations Memo provides information for high school counselors who submit GPA verifications on behalf of students who are applying for the 2011-12 Cal Grant program. Please review the enclosed "GPA Calculation Instructions" and the "Questions and Answers for High Schools" for details on preparing the GPAs for your students. **The 2011-12 March 2 Cal Grant deadline for submission is March 2, 2011.**

Electronic GPA Submission

The Commission is now accepting Cal Grant GPA uploads from schools for the 2011-12 academic year. Since high school GPAs do not include senior year grades for graduating seniors, schools are encouraged to prepare and upload their 2011-12 GPAs as soon as possible. We strongly encourage schools to upload GPAs electronically to increase the probability that more of your eligible students will receive a Cal Grant award.

Schools can use WebGrants to directly key the GPAs into the Commission's system. In contrast to completing multiple paper forms, directly keying GPAs on WebGrants is quicker, more secure, and saves the student or school the cost of postage for mailing the paper form. The direct online method is easiest if the school has a relatively small number of GPAs to enter.

Another way that WebGrants can be used by schools to submit GPAs is to create a list to upload them all at once to the Commission. The list can be created in many ways, the simplest is to enter the required data into an Excel spreadsheet that follows the proper specifications. Then, save the file as a text file before submitting it to the Commission.

The WebGrants GPA function provides immediate confirmation that the GPAs were accepted and allows students to immediately view their submitted GPAs through



State of California
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WebGrants 4 Students. It also provides schools with immediate feedback regarding the number of GPAs accepted and identifies errors in the upload. Electronic GPA submission is secure, fast, and minimizes errors.

Prior to actually submitting GPAs, review the GPA submission procedures to ensure that your upload will be accepted by the Commission. Failure to check that the Commission has received the GPA upload may result in students not being considered for a Cal Grant award. Instructions on electronically submitting GPAs are available on the *WebGrants Help Center*. To view the guide, log on to WebGrants, click on "Help" and look under *User Guides – GPA Screens*.

To complete the WebGrants registration forms, visit <http://www.csac.ca.gov/doc.asp?id=1191>. For questions on WebGrants registration contact the Commission's Help Desk at (888) 294-0148.

GPA Training and Online Videos

To assist you with electronically uploading GPAs, the Commission will be providing electronic GPA submission training sessions via webcast. A memorandum with the training dates and details will be released soon. For assistance in learning how to use WebGrants and for any other questions on GPA submission issues, schools can contact the School Support Services staff at (888) 294-0153 or at schoolsupport@csac.ca.gov.

The Commission has posted videos on YouTube and TeacherTube to provide guidance to schools on the GPA submission process. These can be accessed at <http://youtube.com/castudentaid> or at <http://teachertube.com> (for TeacherTube, select the "Videos" tab and type in "GPA").

Paper GPA Verification Form Availability

The 2011-12 Cal Grant GPA Verification Form is enclosed and is also available on the Commission's Website at <http://www.csac.ca.gov/doc.asp?id=1177>. Pre-printed paper forms are not available for bulk ordering. Students or schools must download and print copies if GPAs are not submitted electronically.

Along with the Free Application for Federal Student Aid (FAFSA), the school-certified GPA constitutes a complete Cal Grant application. Applicants who complete the student section of the paper GPA Verification Form must take it to their school for certification by a school official before mailing it to the Commission. The paper version will take 6 to 8 weeks to process.

WebGrants 4 Students Website

WebGrants 4 Students (WGS) provides students with their Cal Grant information and allows them to manage their Cal Grant account online. Students can view WGS to see if the Commission has received their GPA and FAFSA and to identify missing information. Students offered a Cal Grant can update their information, including school changes to transfer their award to their school of choice.

Students with questions should be directed to WGS at www.webgrants4students.org or to the Commission's Student Support Services at (888) 224-7268 or at studentsupport@csac.ca.gov.

Enclosures: 2011-12 Cal Grant GPA Verification Form and GPA Calculation Instructions
Cal Grant GPA Questions and Answers for High Schools
High School GDS - WebGrants Information Security and Confidentiality Agreement
GDS - WebGrants High School System Administrator's Access Request Form
GPA Upload Data File Layout Specifications