



OPERATIONS MEMO

Update of the California Student Aid Commission

January 26, 2011

GOM 2011-04

TO: High School Counselors

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SUBJECT: GPA Summary Report Enhancement and
2011-12 Electronic GPA Training Reminder

The California Student Aid Commission (Commission) is pleased to announce a new enhancement to the Grade Point Average (GPA) Summary Report in our WebGrants system. This memo is also a reminder of the remaining electronic GPA submission webinar training sessions.

GPA Summary Report Enhancement

The goal of this enhancement is to ensure all students have successfully applied for the Cal Grant program by the March 2 deadline. As you may know, the GPA Summary report is an accumulative list of all GPAs your school has submitted in an academic year. An additional column has been added to the GPA Summary report that will provide the completion status of each of those students' Free Application for Federal Student Aid (FAFSA). This new data will only be available to high schools. Adding the FAFSA status will help high schools communicate with students who have not completed their application.

To access the GPA report, login to WebGrants and click the "Data Transfer" link found under the WebGrants Menu. From there, access the "Report Download" link and select the "GPA Summary Report" from the report drop down list. Under the FAFSA column, students who have completed the FAFSA will have an entry of "Yes" and students who have not will appear with the entry of "None." Schools that have not submitted GPAs for the March 2, 2011 deadline will not have this information available until GPAs have been submitted and the GPA Summary report has been generated.

2011-12 Electronic GPA Training Reminder

The 2011-12 electronic GPA submission training sessions will continue to be conducted via webcast during February 2011. This training was developed to support schools that either currently upload their GPAs electronically through WebGrants, or want to understand the electronic upload process.



State of California
Jerry Brown
Governor

For more information you may contact us at:
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Training Sessions Will Cover the Following:

- How to set up and renew a WebGrants account.
- The benefits of uploading GPAs electronically.
- A start-to-finish overview of the electronic upload process.
- How to prepare files prior to upload, including record layout & required fields.
- How to add GPAs one-by-one (submit small batches of records).
- How to access various Cal Grant related reports.
- How to avoid and correct common mistakes.

Training Dates and Times

Each online training session will be approximately one hour long. Participants can log on from their own office or home computer and follow along screen-by-screen while listening to the live audio feed over the phone. During the online training session you will have the opportunity to ask questions and receive immediate answers.

Training Schedule

02/08/2011 @ 2:00pm - 3:00pm
02/09/2011 @ 2:00pm - 3:00pm
02/10/2011 @ 2:00pm - 3:00pm

Registration Information

Please register for your training session by visiting <http://www.csac.ca.gov/doc.asp?id=988> and following the instructions. Once you have registered, a confirmation e-mail will be sent to you with the website login instructions and teleconference phone line information.

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

Working together to effectively promote education beyond high school!