



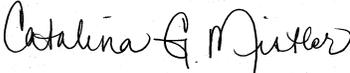
# OPERATIONS MEMO

Update of the California Student Aid Commission

June 1, 2011

GOM 2011-17

**TO:** Financial Aid Administrators

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**SUBJECT:** 2011-12 Entitlement Cal Grant High School Graduation Confirmation Process

The purpose of this Operations Memo is to inform Financial Aid Administrators of the high school graduation confirmation processes in place for 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 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 high school graduation.

## 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.



State of California  
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Individual students are not affected by a campus checking the “opt out” box. Although payment is allowed at the campus that is 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](http://www.webgrants4students.org).

Those students who cannot access WGS can submit a paper confirmation using the 2011-12 “[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. 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.

### **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.

### **Effects of Non-Confirmation**

Students who do not confirm their high school graduation status will not be eligible to receive their Cal Grant award. If a student’s high school graduation cannot be confirmed by spring 2012, they will be withdrawn from the program. Entitlement Cal Grant participants who do not graduate from high school by December 31, 2011, will be withdrawn from the program and would have to reapply for award year 2012-13 by the March 2, 2012 filing deadline.

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

***Working together to effectively promote education beyond high school!***