



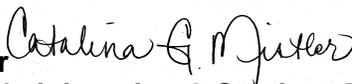
# OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2011-25

TO: High School Counselors

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SUBJECT: 2012-13 Cal Grant GPA Verification for High Schools

This Operations Memo provides information to high school counselors submitting grade point average (GPA) verifications on behalf of students applying to the California Student Aid Commission (Commission) for the 2012-13 Cal Grant program awards. Please review the "[GPA Calculation Instructions](#)" and the "[Questions and Answers for High Schools](#)" for details on preparing the GPAs for your students. **The deadline for submission is March 2, 2012.**

## Electronic GPA Submission

The Commission is currently accepting GPA uploads from schools for academic year 2012-13 Cal Grant awards. Electronic submission is secure, fast, and minimizes errors. Since high school GPAs do not include senior year grades for graduating seniors, schools are encouraged to prepare and upload their 2012-13 GPAs as soon as possible.

GPAs uploaded through WebGrants (the Commission's secure, online information transfer system) are certified electronically, so there is no need to fax or mail a separate certification or paper GPA verification form. The WebGrants GPA function provides immediate feedback regarding the number of GPAs that have been accepted and identifies any errors in the upload.

Prior to actually submitting GPAs, schools should review the GPA submission procedures to ensure that their upload is accepted by the Commission. Failure to ensure that the Commission has received the GPA upload will result in students not being deemed eligible for an 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*.

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. For schools that need to fill out several hundred GPA forms, direct entry would save time over the paper submission method.

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 by entering 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 Commission is also expecting to have WebGrants upload capability for Non-SSN GPA files in late October. High schools interested in submitting GPA files electronically without student SSNs will soon have this functionality. The Commission will release more details in a future Operations Memo.

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

### **GPA Training**

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](mailto:schoolsupport@csac.ca.gov).

### **Paper GPA Verification Form Availability**

The [2012-13 Cal Grant GPA Verification Form](#) is available on the Commission's Website. 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 could 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](http://www.webgrants4students.org) or to the Commission's Student Support Services at (888) 224-7268 or at [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov).

Enclosure: GPA Upload Data File Layout Specifications

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