



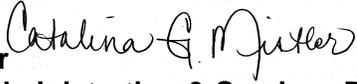
OPERATIONS MEMO

Update of the California Student Aid Commission

November 14, 2011

GOM 2011-33

TO: High School Counselors

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SUBJECT: Non-SSN GPA Upload Functionality

The California Student Aid Commission (Commission) is pleased to announce its new WebGrants capability of uploading high school grade point averages (GPA) without a Social Security number (SSN). The non-SSN GPA upload functionality is now available in WebGrants for the 2012-13 Cal Grant application year. This Operations Memo provides instruction on the non-SSN GPA process and contact information for interested high schools that do not use a SSN as their student identifier.

Each year, the Commission receives and processes over 70,000 paper GPA forms for the March 2 Cal Grant application. One of the reasons being that the WebGrants required a SSN to be used and many school districts do not use the student's SSN as their identifier and, therefore, had to submit paper GPA forms. During the 2010-11 academic year, the Commission partnered with the Los Angeles Unified School District (LAUSD) in a pilot project to process GPAs without the use of SSNs. The Commission added new data elements on the GPA file including gender, address and zip code. By using the additional demographic information, the Commission matched the GPA records to Institutional Student Information Report (ISIR) records.

The non-SSN pilot project was a tremendous success in the 2011-12 award year, as the majority of the GPA records matched and the Commission offered an additional 2,000 Cal Grant awards to students in the LAUSD. This new process reduces the workload for high school counselors and allows students to view their GPA status on WebGrants for Students without waiting for their GPA form to be keyed in. Using the WebGrants upload capability will help counselors to minimize errors and correct GPAs more timely.

The non-SSN GPA upload capability is now available in WebGrants for any interested high school or district office. The Commission encourages high schools that submit paper GPA forms due to not having the SSN available to use



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For more information you may contact us at:
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the new non-SSN upload capability. Commission staff is ready to assist schools in setting up their files and willing to provide the necessary guidance to make the process easy.

Enclosed are the Non-SSN GPA Upload Guide, Record Layout, Non-SSN GPA Excel template, and the Data Transfer Guide. If interested, please contact Adrian Felix at (916) 464-3464 or afelix@csac.ca.gov or Tae Kang at (916) 464-2954 or tkang@csac.ca.gov.

Enclosures: Non-SSN GPA Upload WebGrants User Guide
Non-SSN GPA Record Layout
Non-SSN GPA Excel Template
Data Transfer WebGrants User Guide

Working together to effectively promote education beyond high school!