



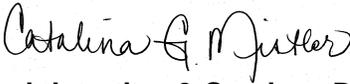
OPERATIONS MEMO

Update of the California Student Aid Commission

June 4, 2012

GOM 2012-20

TO: High School Counselors

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

CONTACT: Program Administration & Services Division

Phone: (888) 294-0153

Fax: (916) 464-8002

E-mail: schoolsupport@csac.ca.gov

SUBJECT: High School Graduation Confirmation Process for the 2012-13 Entitlement Cal Grant

The purpose of this Operations Memo is to encourage high school counselors to assist students in meeting the Cal Grant high school graduation confirmation requirement for new Entitlement Cal Grant awardees.

The California Student Aid Commission (Commission) notified all high school students who were offered a 2012-13 Entitlement Cal Grant of their responsibility to verify they meet the high school graduation requirement and to confirm they graduated. Students who do not confirm their graduation will not receive their Cal Grant funds. Although high schools are not required to confirm the high school graduation, the Commission created a process that allows high schools to verify for the student the high school graduation by using the Commission's WebGrants system.

Confirmation by Students

The Commission will communicate with these students to remind them to confirm their high school graduation status using the online WebGrants for Students (WGS) verification form. A "High School Graduation" screen 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. WGS can be accessed at www.webgrants4students.org. Students can also download and submit a paper confirmation using the "[High School Graduation Certification Form](#)" (G-8). Please encourage students to confirm **online** using WGS 24/7 at any time of the day or week. Encourage students to watch out for Commission communications and to make sure they update any email or mailing addresses.

Confirmation by High Schools

High schools who choose to certify their Cal Grant students can do so in the WebGrants "High School Graduation Verification" screen which is accessible on



State of California
Edmund G. Brown Jr.
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

the Grade Point Average (GPA) menu. This user friendly process allows you to quickly confirm the high school graduation of your Cal Grant awardees. Schools should refer to the “High School Graduation Confirmation for High Schools WebGrants User Guide” available on the WebGrants Help screen.

Confirmation by Colleges

Colleges can also confirm the graduation status for these students in WebGrants either individually or by batch submission.

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. This paper certification form is available on our [website](#). 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.

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 before spring 2013, they will be withdrawn from the program.. Entitlement Cal Grant participants who do not graduate from high school by December 31, 2012, will be withdrawn from the program and would have to reapply for award year 2013-14 by the March 2, 2013 filing deadline.

School of Origin Report for High Schools

As indicated in [GOM 2012-07](#) dated February 17, 2012, the Commission produces a WebGrants “School of Origin” report for high schools. This report identifies the eligible Cal Grant Entitlement students at your campus who were offered a 2012-13 Cal Grant. The “School of Origin” report is located in WebGrants under the Data Transfer menu. To obtain WebGrants access, schools should call the Commission’s Information Technology Help Desk at (888) 294-0148 or email csachelpdesk@csac.ca.gov.

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.

Working together to effectively promote education beyond high school!