



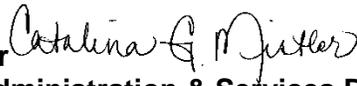
OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2012-28

TO: High School Counselors

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SUBJECT: 2013-14 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 2013-14 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 2013-14 GPA submission deadline is March 4*, 2013.**

**Due to March 2, 2013 falling on a Saturday, the deadline extends to the following Monday March 4, 2013.*

Electronic GPA Submission

The Commission is currently accepting [GPA uploads](#) from schools for academic year 2013-14 Cal Grant awards. Electronic submission is secure, fast, and minimizes errors that could prevent students from being considered for a Cal Grant award. The process is free and requires no downloading of software to your school computer. GPAs submitted 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 electronic submission 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 electronic submission procedures to ensure that their upload will be accepted by the Commission. Failure to ensure that the Commission has received the GPA submission will result in students not being deemed eligible for an award.

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 less than a hundred GPA forms, direct entry would save time and money over the paper submission method.



Another way that WebGrants can be used by schools to submit GPAs is to create a list using the school's student information system 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.

Since high school GPAs do not include senior year grades for graduating seniors, schools are encouraged to prepare and upload their 2013-14 GPAs as soon as possible.

Non-SSN GPA Submission

Districts and schools can now submit Cal Grant GPAs without Social Security numbers (SSNs). Instead of an SSN, other student demographic data is supplied with the uploaded GPA file to use to match with the student's FAFSA. This can save counselors a lot of time. For the 2012-13 award selections, over 77,000 GPAs were submitted in this manner. To find out more about this submission method, please contact our School Support Services staff at (888) 294-0153.

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.

Instructions on electronically submitting GPAs are available within the *Help* link on WebGrants. To view the instructions, log on to WebGrants, click on "Help" in the top right corner of the screen and look under *User Guides – GPA Upload User Guide*.

Paper GPA Verification Form Availability

The [2013-14 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.

Contacting the Commission

For assistance in learning how to use WebGrants and for any other questions on GPA submission issues, schools can contact the Commission's School Support Services staff at (888) 294-0153 or at schoolsupport@csac.ca.gov.

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.

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 or to the Commission's Student Support Services at (888) 224-7268 or at studentsupport@csac.ca.gov.