



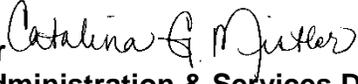
# OPERATIONS MEMO

Update of the California Student Aid Commission

October 29, 2012

GOM 2012-35

**TO:** High School Counselors

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**SUBJECT:** 2013-14 Non-SSN GPA Upload Functionality

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The California Student Aid Commission (Commission) is pleased to announce that the non-Social Security Number (SSN) Grade Point Average (GPA) upload functionality is now available in WebGrants for the 2013-14 Cal Grant application year. This alternative GPA process allows high schools and districts to submit GPAs without SSNs to the Commission for Cal Grant consideration.

## Background

The non-SSN pilot project first started in the 2011-12 academic year with the Los Angeles Unified School District (LAUSD) and proved to be very successful by reducing the use of paper GPA forms, increasing the volume of GPAs submitted, and providing more efficient Cal Grant processing times. During the 2012-13 academic year, additional high schools and district offices across California started to use the non-SSN GPA upload functionality. Now in its third year, the Commission is expecting even more high schools and district offices to use the non-SSN GPA functionality.

## Dream Act Applicants

As mentioned in Grant Operations Memo [\(GOM\) 2012-33](#), released October 23, 2012, [California Dream Act](#) (CA Dream) applicants will be eligible for Cal Grant awards in the 2013-14 year. The CA Dream Application will serve in a similar capacity as the Free Application for Federal Student Aid (FAFSA) by providing the financial data for the applicant. However, the merit component for Cal Grant eligibility is still required through the student's GPA. Since the CA Dream applicants do not have a valid SSN, high schools and district offices can submit GPAs for them through the non-SSN GPA process. By doing so, CA Dream applicants may apply for the 2013-14 Cal Grant without any interruption.

## Non-SSN GPA Process

Instructions on electronically submitting non-SSN 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" for



the *Data Transfer Screens for High Schools Guide* and the *Non-SSN GPA Upload User Guide*. On our website at [www.csac.ca.gov/doc.asp?id=983](http://www.csac.ca.gov/doc.asp?id=983), under the “GPA Submission Information” section, you will find the *Non-SSN GPA Submission Process Questions and Answers*, the *Non-SSN GPA Record Layout*, and the *Non-SSN GPA Excel Template*, which can be used to create a list of student and parent information needed for the upload.

In addition, there are non-SSN GPA electronic submission webinar training sessions scheduled for the next few months. To view the training dates and register for a webinar, visit [www.csac.ca.gov/doc.asp?id=988](http://www.csac.ca.gov/doc.asp?id=988). Once you have registered, a confirmation e-mail will be sent to you with the website login instructions and teleconference phone line information. Retain this confirmation e-mail, as you will need it to join the training session.

### **New for the 2013-14 Academic Year**

- [Non-SSN GPA Verification paper form](#) – High schools that continue to submit GPAs manually can use this paper form available on our [website](#) to certify GPAs for their students applying through the California Dream Act Application.
- [Non-SSN GPA individual entry](#) (available in November 2012) – Administrators can submit non-SSN GPAs electronically for individual students at their campus. This feature in WebGrants will allow high schools and districts to enter GPAs for students who were omitted in the batch upload or for their CA Dream applicants.
- [District Office Access](#) – District Office administrators may gain access to WebGrants by filling out the “[District System Administrator’s Access Request Form](#)” and the “[District WebGrants Information Security and Confidentiality Agreement](#)” which are available on our website “[High School](#)” home page, under the “General GPA Information” section.

High schools that successfully submit GPAs through the traditional (with SSN) upload feature in WebGrants should continue with this process. The non-SSN GPA option is an alternative method of providing GPAs to the Commission.

Commission staff is ready to assist schools with setting up their files and providing the necessary guidance to make the process easy. Please contact the Commission’s School Support Services Branch at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov) for any assistance on the non-SSN GPA process, CA Dream Application, and WebGrants access.

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