



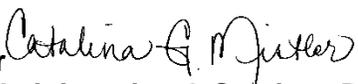
OPERATIONS MEMO

Update of the California Student Aid Commission

March 8, 2013

GOM 2013-10

TO: Financial Aid Administrators

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SUBJECT: California Dream Act Cal ISIR Correction Screen

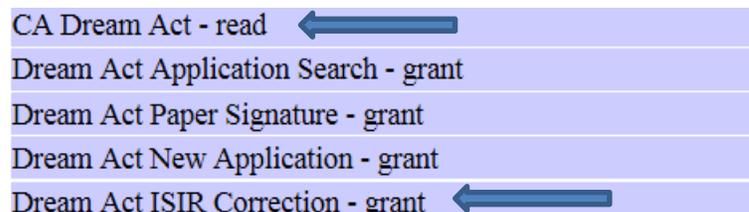
This Operations Memo from the California Student Aid Commission (Commission) announces the release of the California Dream Act ISIR Correction Screen (Cal ISIR) for Financial Aid Administrators (FAA) at colleges and universities in the WebGrants system.

This Cal ISIR Correction Screen is designed for schools to submit corrections to the most recent Cal ISIR data. Requests will be updated in real time. To access the Cal ISIR screen, your System Administrator (SA) must enable the screen for the designated users for the school. Each school has two assigned SAs who were identified during the Institutional Participation Agreement process. SAs can refer to the *User Administration Guide* found in the WebGrants Help section to add screens and access levels for users.

Users can view their profile by clicking, "View your Account Details."



Users who have access to the Cal ISIR screen should expect to see the following screens in their profile:



If you have questions about WebGrants access, please contact your school SA.



In WebGrants, users should see the “CA Dream Act” link added to the home portal (below). If you click the Dream Act ISIR Correction link, the Student Application Search Screen will appear and you can begin viewing the 2013-14 Cal ISIRs.



The image shows the 'Student Application Search' screen. It has a blue header with the title 'Student Application Search'. Below the header is a 'Student Search' section with a blue background. Inside this section, there is a search criteria box with a light orange background containing a list of search options: Pseudo SSN, Partial first or last name or both, Date of Birth and partial first or last name or both, Email address before the @, and Partial school name or city. Below this box are several search fields: Academic Year (a dropdown menu set to 2013-2014), Pseudo SSN/SSN, Student's first name, Student's last name, Student's DOB (with slashes for separators), Email Address, and Student's School Name/City. A 'Search' button is located at the bottom right of the search fields.

Users can view Dream Application data for students who listed that school on their application.

Users can search for a particular applicant by using several demographic elements including first name, last name, and DOB.

Once you have selected a student, FAAs can perform the following functions in the Cal ISIR screen:

- **Data Corrections** – Updates to the applicant's most recent transaction can be made and submitted to the Commission.
- **Verification** – 20% of all applications were selected for the verification process. The FAA marks the box when the verification is complete. This field only appears when the student is selected for verification.
- **Dependency Override** – FAA marks the box when performing a dependency override. Overrides can be made in one direction only, from dependent to independent.
- **EFC Simulator** – FAA can preview EFC changes prior to submitting a correction.

Corrections submitted by the FAA will appear on the subsequent Cal ISIR Report with an updated EFC (if applicable) and the next transaction number.

For awarded Dream Applicants: Any ISIR corrections submitted for Dream Applicants who have already been offered a Cal Grant award for the 2013-14 year will not affect the award. FAAs should

continue to use the Grant Record Change (G-21) process to notify the Commission of any changes that will impact a student's award offer. However, the ISIR corrections will be processed so that schools can use the updated information for institutional aid.

For Dream Applicants not awarded: ISIR corrections may be submitted to re-evaluate 2013-14 Entitlement Cal Grant eligibility for Dream Applicants who were processed for the Cal Grant, but not offered an award due to not meeting income/asset ceilings or minimum need levels. The correction and re-evaluation process may take one to two weeks.

When making ISIR corrections for Dream Applicants, please consider the applicant's current Cal Grant award status as described above so that follow-up actions can be made.

If you have any questions on the CA Dream Application or the Dream Act application process, contact the Commission's School Support Services Branch at schoolsupport@csac.ca.gov or at (888) 294-0153.

Working together to effectively promote education beyond high school!