



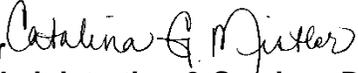
OPERATIONS MEMO

Update of the California Student Aid Commission

June 5, 2013

GOM 2013-15

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 2013-14 Entitlement Cal Grant

This Operations Memo encourages 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 2013-14 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 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 2014, they will be withdrawn from the program. Entitlement Cal Grant participants who do not graduate from high school by December 31, 2013, will be withdrawn from the program and would have to reapply for award year 2014-15 by the March 2, 2014 filing deadline.

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!