



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



May 22, 2014

GOM 2014-17

TO: Financial Aid Administrators

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

SUBJECT: **2014-15 High School Graduation Confirmation for Entitlement Cal Grant Offered Awardees**

This Operations Memo from the California Student Aid Commission (Commission) provides information on the high school graduation confirmation process for new Entitlement Cal Grant offered awardees.

New Entitlement Cal Grant offered awardees will be:

- Required to have their high school graduation confirmed prior to receiving a Cal Grant payment.
- Withdrawn from the program in the spring term if their high school graduation is not confirmed.
- Able to self-certify their high school graduation in WebGrants for Students beginning **May 26, 2014**.
- Notified regularly to verify their high school graduation status prior to withdrawing them from the program.

Who else can confirm a high school graduation on WebGrants (WG)?

Colleges may upload high school graduation confirmations by using the WG "File Upload" screen accessed from the Data Transfer menu. The file layout specifications are available in the WG Help menu. Individual student records can also be updated using the WG payment roster.

High Schools may certify their graduates by using the "High School Graduation Verification" screen from the Grade Point Average (GPA) menu in WG to quickly confirm the high school graduation of Cal Grant awardees.

Commission Staff can update high school graduation status with documentation such as copies of a diploma, transcripts, or a completed [G-8 form](#).

Opt Out Process

- ✓ Colleges can choose to "opt out" of the high school graduation confirmation process on the "College Cost Estimate" form for students attending their campus.

- ✓ Campuses assume the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated high school or achieved the equivalent as required by law.
- ✓ This option might be used by institutions that require high school graduation as part of their admission requirements.
- ✓ Individual students are not affected by a campus checking the “opt out” option.
- ✓ Although payment is allowed at the campus that is choosing to opt out, a student who transfers to another school that does not opt out is required to have their graduation status verified before disbursement at the new campus.

Cal Grant Entitlement Students who do not confirm their high school graduation will:

- Not be eligible to receive Cal Grant payments.
- Be withdrawn from the Cal Grant program in the spring term.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!