

NON-SSN GPA SUBMISSION PROCESS



*PRESENTED BY:
CALIFORNIA STUDENT
AID COMMISSION*



AGENDA

- Assembly Bill 2160, Ting
- GPA Calculation
- Individual GPA Submission
- GPA Batch Upload
- Resources

ASSEMBLY BILL 2160



ASSEMBLY BILL 2160

- Beginning 2016-17 GPA submissions
- Mandates all high schools (public and charter) to upload GPAs for all enrolled seniors
- High schools will need to create an opt-out process
- Provide students/parents opt-out option no later than October 15th

The screenshot shows the login page for the California Student Aid Commission WebGrants System. At the top, there is a navigation bar with links for CSAC, Cal Grants, Cash for College, Cal Dream Act, and FAFSA. The main header features the CA.GOV logo and the California Student Aid Commission logo, with the word 'WEBGRANTS' in large orange letters. Below the header, the page is titled 'California Student Aid Commission WebGrants System'. A 'Welcome!' message is displayed, along with a 'Help With Your Account' link. There are two main buttons: 'Please sign in' and 'Need to create an account?'. Below the 'Please sign in' button, there is a form with fields for 'User Name' and 'Password', and a 'Sign-in' button. A red warning message 'Authorized Use Only' is displayed above the form. To the right of the form, there are three bullet points: 'For a School Administrator Account: Please call 1-888-294-0148 or E-mail CSAC Support', 'For a User Account: Contact your School Administrator', and 'For Browser Versions or Monitor Screen Area Settings: Help With Your Account'. Below the form, there is a disclaimer: 'Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.' At the bottom of the page, there is a footer with links for Help, Contact Us, Glossary, Cal Grant Eligible Schools, Important Links, ECMC, and Careers.

CAL GRANT GPA CALCULATION

CURRENT HIGH SCHOOL SENIORS

- Use grades from sophomore year through summer after junior year only. Do not include senior year courses
- Do not include grades from P.E., ROTC, or Remedial courses (as defined by the school)
- Failing grades not retaken prior to the senior year must be included
- Calculate the GPAs on a 4.00 scale. Weighted GPAs over 4.00 will not be accepted

HIGH SCHOOL GRADUATES

- Use grades from sophomore year through summer after senior year
- DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school)
- Failing grades not retaken must be included
- Calculate the GPAs on 4.00 scale
- GPAs over 4.00 will not be accepted

GPA INFORMATION RELEASE FORM

- Provided for high schools who's policy requires permission prior to GPA submission
- A Form for students to take home
- Explains California Information Privacy Act of 1977
- Requires a parent and student signature
- Social Security Number
- To be returned to high school and retained

GPA INFORMATION RELEASE FORM

Cal Grant GPA Information Release Form

Complete this form and return it to your high school counselor so the school will release your GPA information to the California Student Aid Commission for Cal Grant award consideration. Students submitting a Cal Grant GPA Information Release form must also file a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (Dream Act Application). The Cal Grant filing period is January 1 – March 2. Apply on-line at www.fafsa.ed.gov for FAFSA applicants and <https://dream.cslac.ca.gov/> for Dream Act applicants.

DO NOT SEND THIS FORM TO THE CALIFORNIA STUDENT AID COMMISSION

1. Student's Social Security Number (SSN) Did you obtain this SSN through the Deferred Action for Childhood Arrivals (DACA) program?
 - - Question#2 → Yes No

3. Please print your last name

4. Please print your first name and middle initial

Your Gender (fill in bubble)

Question#5 → Male Female

6. Please print your permanent mailing address

Number and Street

City

State

ZIP

7. Please print your Date of Birth (MM DD YYYY)

8. Please print your email address

By signing this release form, I authorize the release of my high school Cal Grant GPA information and SSN (if applicable) to the California Student Aid Commission, for use in the Cal Grant application process.

Student Signature

Student Phone Number

Date

I am the parent or legal guardian of the above named minor, and I authorize the release of this minor's high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

INDIVIDUAL SUBMISSION

INDIVIDUAL SUBMISSION

California Student Aid Commission (SAPRD) WebGrants System

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Welcome!
To the [CSAC Portal Menu](#)

The last time you logged on to this system was: 01/21/2015 01:10:27 pm

Number of failed attempts since your last login: 1

Please contact your School's System Administrator if you need access to additional screens.

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INDIVIDUAL SUBMISSION

California Student Aid Commission (SAPRD)
WebGrants System

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The last time you logged on to this system was: 01/21/2015 01:10:27 pm
Number of failed attempts since your last login: 1

Please contact your School's System Administrator if you need access to additional screens.

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INDIVIDUAL SUBMISSION

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INDIVIDUAL SUBMISSION

NON-SSN GPA and Test Score Submission

All fields marked "*" are 'Required'

- Print this page before submitting the Non-SSN GPA records to CSAC
- Click **Submit NON-SSN GPA to CSAC** (GPAs will only be updated at CSAC when this step is completed)

Academic Year:

GPA/Score Type:

Student Information Section

Student's Name *(Last, First, Middle Initial)

Date of Birth *(MMDDYYYY)

Gender *(M or F)

Graduation Date *(MMYYYY)

Student Email

Student's Address *

City *

Zip Code *

Student Phone

Parent Information Section

Father's Last Name

Mother's Last Name

Parent's Phone

Parent's Email

Other Information Section

State Student ID *

School Code *(School Submitting GPA)

CSAC ID

School Student ID

GPA *(001-400)

Submit NON-SSN GPA to CSAC

INDIVIDUAL SUBMISSION

Student Information Section

Student's Name * (Last, First, Middle Initial)

Date of Birth * (MMDDYYYY)

Gender * (M or F)

Graduation Date * (MMYYYY)

Student Email

Student's Address *

City *

Zip Code *

Student Phone

INDIVIDUAL SUBMISSION

Parent Information Section

Father's Last Name

Mother's Last Name

Parent's Phone

Parent's Email

INDIVIDUAL SUBMISSION

Other Information Section

State Student ID *

School Code * (School Submitting GPA)

CSAC ID

School Student ID

GPA * (001-400)

Submit NON-SSN GPA to CSAC

BATCH UPLOAD

NON SSN GPA EXCEL TEMPLATE

California Student Aid Commission
WebGrants System

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Welcome!
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The last time you logged on to this system was: 10/14/2011 11:51:25 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

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NON SSN GPA EXCEL TEMPLATE

▶ [GPA Calculation Software](#)

Calculates Cal Grant grade point averages for high schools that use SASI software

▶ [Excel GPA Template](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

▶ [Excel GPA Template -- for Excel 2007](#)

*Right-click the link "Excel GPA Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save

▶ [Excel NON-SSN GPA Template](#)

*Right-click the link "Excel NON-SSN GPA Template" and select "Save Link As" option to save the template to your computer.

▶  Get Acrobat 

Links to the Adobe product website so users can download free software needed to read .PDF files

NON SSN GPA EXCEL TEMPLATE

- Note: When the template is first opened you may need to enable the Macros in Excel

NON-SSNGPATemplate [Read-Only] [Compatibility Mode]

	A	B	C	D	F	G	H	I	J	K	L	M
1	Record ID	School Code	Graduation Date	Spring GPA	School Code	Date of Birth	Student's Last Name	Student's First Name	Student's Middle Initial	Mother's Last Name	Father's Last Name	Student Address
2												
3												
4												
5												
6												

	N	O	P	Q	R	S	T	U	W	X
1	Student City	Student Zip Code	Student Gender	Parent's Phone Number	Student's Phone Number	Student's Email Address	Parents's Email Address	CSAC ID	School Student ID (OPTIONAL)	State Student Identification Number
2										
3										
4										
5										
6										

BlankDataEntry

Worksheet can be re-named

DATA FIELD DEFINITIONS

Field #	Required	Table Field Name	Field Name	Length	Type	Position	FORMAT/DATA	COMMENTS
1	YES	RECORD_ID	Record ID	3	CHAR	1-3	"NS1"	Enter NS1 for all records
2	YES	SCH_CMPS_CODE	School Code	8	CHAR	4-11	"00000000"	COL BORD CD+'00'
3	YES	GRAD_DATE	Graduation Date	8	CHAR	12-19	YYYYMMDD	
4	YES	STDT_GPA	GPA	3	CHAR	20-22	0V99	Enter GPA as 001 to 400
5	NO	FLAGS	GPA Type	8	CHAR	23-30	"H_____"	Enter H + 7 spaces for HS GPA
6	NO	SP_SCH_CMPS_CODE	Spring School Code	8	CHAR	31-38	"00000000"	COL BORD CD+'00'
7	YES	STDT_DOB	Date of Birth	8	CHAR	39-46	YYYYMMDD	
8	YES	STDT_LAST_NAME	Student's Last Name	19	CHAR	47-65		
9	YES	STDT_FIRST_NAME	Student's First Name	12	CHAR	66-77		
10	NO	STDT_MI	Student's Middle Initial	1	CHAR	78-78		
11	NO	MTHR_LAST_NAME	Mother's Last Name	19	CHAR	79-97		
12	NO	FTHR_LAST_NAME	Father's Last Name	19	CHAR	98-116		
13	YES	STDT_STR_ADDR	Student Address	35	CHAR	117-151		
14	YES	STDT_CITY	Student City	17	CHAR	152-168		
15	YES	STDT_ZIP_CODE	Student Zip Code	5	CHAR	169-173	"00000"	
16	YES	STDT_GENDER	Student's Gender	1	CHAR	174-174	"M" OR "F"	
17	NO	PAR_PHN_NBR	Parent's Phone Number	10	CHAR	175-184	9165551111	
18	NO	STDT_PHN_NBR	Student's Phone Number	10	CHAR	185-194	9165551111	
19	NO	STDT_EMAIL	Student's Email Address	50	CHAR	195-244		
20	NO	PAR_EMAIL	Parent's Email Address	50	CHAR	245-294		
21	NO	CSAC_ID	CSAC ID	9	CHAR	295-303		IF known (non-HS ID)
22	NO	Blank	Filler	3	CHAR	304-306	":~:"	Required Filler: The upload program looks for a colon (:), plus a tilde (~) plus a colon (:), in positions 304 to 306.
23	NO	SCH_STDT_ID (OPTIONAL)	School Student ID	20	CHAR	307-326		Student's school ID
24	YES	STATE_STDT_ID	State Student ID	10	CHAR	327-336		Student's State ID (must be 10 char)
		Fields in Yellow are required						
		Fields in Green are hidden and pre-populated on the template						

DATA COLLECTION

- Create a text file using your Student Information Management System (such as Aeries)
- Export the necessary data from your system into a text file then import the data into the NON-SSN Excel Template

SAVING THE DATA

After the data has been entered in Excel:

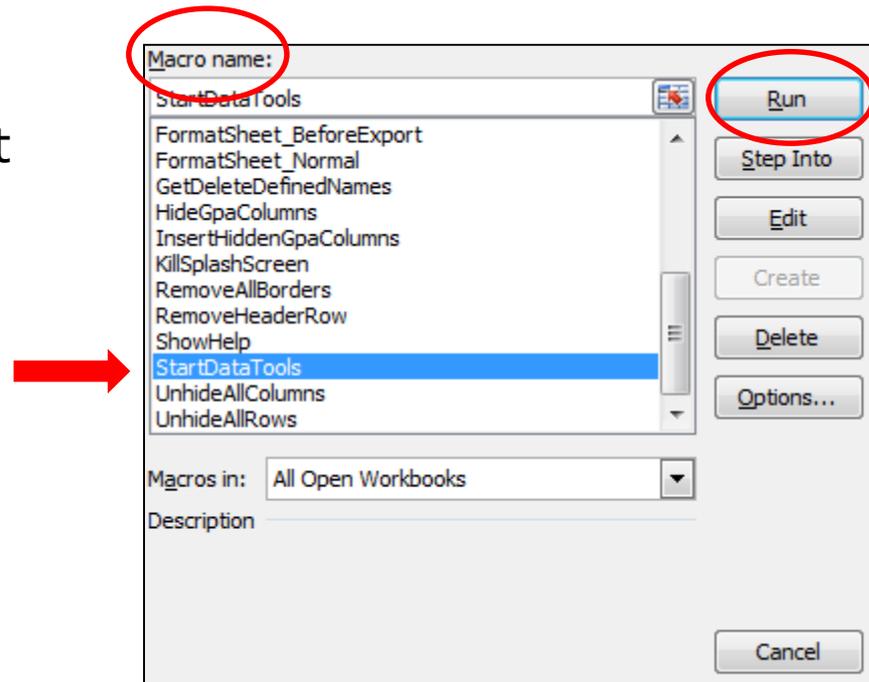
- Save the Excel sheet to a desired location
- Save the data as a text file by enabling the Macros in the spreadsheet
- We are now ready to upload the text file

SAVING THE DATA AS TEXT FILE

Once the Macro window appears, scroll down and select the StartDataTools Macro

Select the Run button to activate the startup window

TIP: Bring up the startup window using a shortcut enter: "Ctrl+Shift+E"



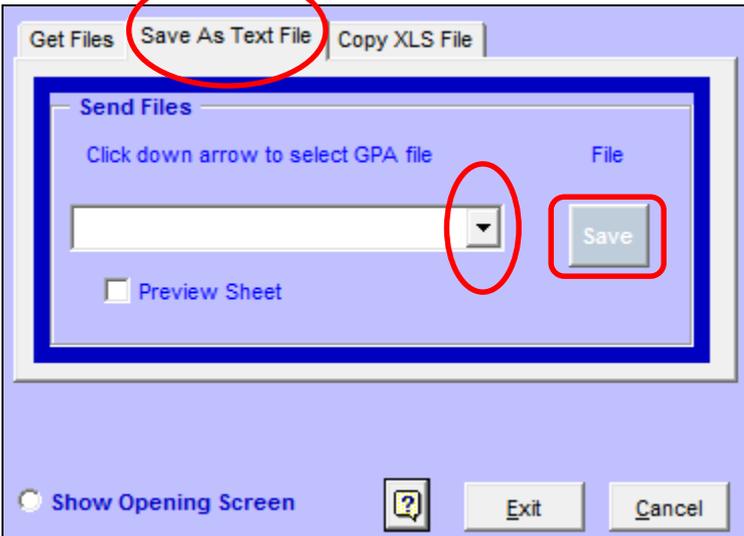
SAVING THE DATA AS TEXT FILE



**California
Student Aid
Commisson**

**NON-SSN GPA
Template**

Do not show this screen again.



Get Files **Save As Text File** Copy XLS File

Send Files

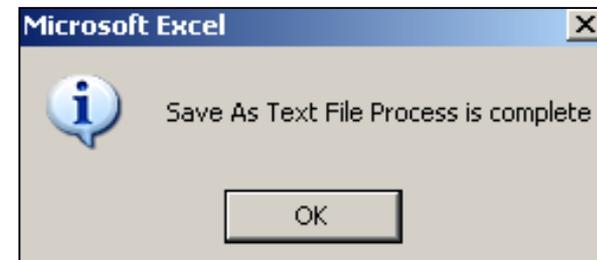
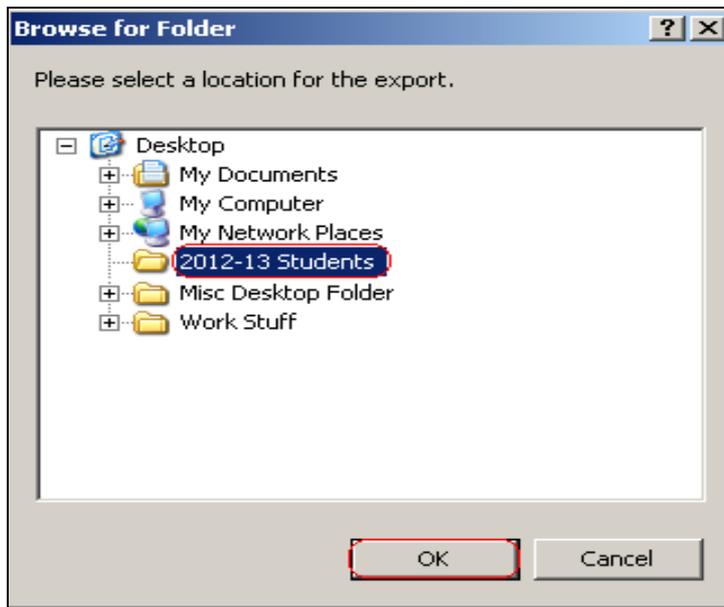
Click down arrow to select GPA file

File

Preview Sheet

Show Opening Screen

SAVING THE DATA AS TEXT FILE



TEXT FILE

TextPad - [C:\Documents and Settings\afelix.CSAC\Desktop\2012-13 Students\BlankDataEntry_export.txt]

File Edit Search View Tools Macros Configure Window Help



NS10099990020120615400H	0099990019951220	Redman	Stuart	Redman	Redman
NS10099990020120615331H	0099990019951004	Goldsmith	Frannie	D	Goldsmith
NS10099990020120615300H	0099990019950408	Lauder	Harold	ELauder	Lauder
NS10099990020120615375H	0099990019951008	Bateman	Glen	Bateman	Bateman
NS10099990020120615250H	0099990019950702	Stern	Susan	DStern	
NS10099990020120615225H	0099990019950607	Underwood	Larry	Underwood	Underwood
NS10099990020120615280H	0099990019951007	Cross	Nadine	Cross	Cross
NS10099990020120615201H	0099990019950804	Swann	Lucy	ASwann	
NS10099990020120615333H	0099990019951224	Andros	Nick	EAndros	Andros
NS10099990020120615200H	0099990019951010	Cullen	Tom		Cullen
NS10099990020120615305H	0099990019950214	Swift	Denny	Swift	Swift
NS10099990020120615315H	0099990019950704	Kelly	Enzo	Kelly	Kelly

bytes selected

1 12 Read Ovr Block Sync Rec

UPLOADING TEXT FILE

California Student Aid Commission WebGrants System

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Welcome!
To the **CSAC Portal** Menu

The last time you logged on to this system was: 10/13/2011 11:44:24 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

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Welcome!
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The last time you logged on to this system was: 01/21/2015 01:10:27 pm
Number of failed attempts since your last login: 1

Please contact your School's System Administrator if you need access to additional screens.

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Upload NON-SSN GPAs

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File: No file selected.

Academic Year: High School GPAs College GPAs Community College GPAs

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UPLOADING TEXT FILE

The image shows a screenshot of a web application interface for the California Student WebGrants System. A "File Upload" dialog box is open, displaying the contents of a folder named "2012-13 Students". The dialog box shows a file named "BlankDataEntry_export" with a red arrow pointing to it. The background interface includes a navigation menu with links for "GPA", "Upload GPAs", and "File Upload", and a section for "NON-SSN GPA File:" with an "Academic Year:" dropdown menu. The dialog box has a "Look in:" field set to "2012-13 Students", a "File name:" field, and a "Files of type:" dropdown set to "All Files". The "Open" and "Cancel" buttons are visible at the bottom right of the dialog box.

California Student WebGrants System

Portal Menu WebGrants Tools

SSN GPAs

File Upload

File Upload

- Enter the file path and name
- File type must be .txt
- Click the **Begin Upload** button

NON-SSN GPA File:

Academic Year:

File Upload

Look in: 2012-13 Students

BlankDataEntry_export

File name:

Files of type: All Files

Open

Cancel

Us

UPLOADING TEXT FILE

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Upload NON-SSN GPA's

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File:

Academic Year:

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UPLOADING TEXT FILE

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Upload NON-SSN GPA's

The page at <http://webtest> says:

 The NON-SSN GPA file you selected will be uploaded. Do you wish to continue?

NON-SSN GPA File:

Academic Year:

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Upload NON-SSN GPA's

NON-SSN GPA File Upload Status

[View Invalid Records](#) ←

File Name: **BlankDataEntry_export.txt**
File Size: **3936**
File Type: **text/plain**
Academic Year and Cycle: **2012**

Total Records:	12
Valid Records:	10
Invalid Records:	2

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UPLOADING TEXT FILE

Upload NON-SSN GPA's

Do **NOT** use the Browser Back Button to exit this screen

Record(s): 2

Invalid Record List

Rec	Student Name	Grad Date	DOB	GPA	Reject Reason
1	Redman, Stuart	061512	1995/12/20	4.14	Invalid GPA
2	Goldsmith, Frannie	061512	1995/10/04	3.31	Missing Address

Print

Export

BACK

UPLOADING TEXT FILE

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Upload NON-SSN GPA's

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File:

Academic Year:

UPLOADING TEXT FILE

Upload NON-SSN GPA's

NON-SSN GPA File Upload Status

File Name: **BlankDataEntry_export.txt**

File Size: **3936**

File Type: **text/plain**

Academic Year and Cycle: **2012**

Total Records: **12**

Valid Records: **12**

Invalid Records: **0**

UPLOADING TEXT FILE

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File:

Academic Year:

Record(s): 1

Summary of NON-SSN GPA Records

Page: 1 of 1

Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.

Batch Number	School Code	Report Name	Submitted	Accepted	Errors
886	99999900	NSLD-2012-99999900-04OCT12-114327.TXT	12	12	0

UPLOADING TEXT FILE

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Upload NON-SSN GPA's

Record(s): 12

GPA Roster Report

Student Name	DOB	GPA	Student Id
ANDROS, NICK E	1995/12/24	3.33	
BATEMAN, GLEN	1995/10/08	3.75	
CROSS, NADINE	1995/10/07	2.80	
CULLEN, TOM	1995/10/10	2.00	
GOLDSMITH, FRANNIE D	1995/10/04	3.31	
KELLY, ENZO	1995/07/04	3.15	
LAUDER, HAROLD E	1995/04/08	3.00	
REDMAN, STUART	1995/12/20	4.00	
STERN, SUSAN D	1995/07/02	2.50	
SWANN, LUCY A	1995/08/04	2.01	
SWIFT, DENNY	1995/02/14	3.05	
UNDERWOOD, LARRY	1995/06/07	2.25	

Print

Export

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RESOURCES

WEBGRANTS HELP LINK

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Please contact your School's System Administrator if you need access to additional screens.

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- ◆ [Getting Started](#) (Revised April 15, 2004)
- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [High School Grad. Date Verification Screen](#) (Revised May 14, 2014)
- ◆ [Tools](#) (Revised November 5, 2004)
- ◆ [Non-SSN GPA Upload User Guide](#) (Updated August, 2014)
- ◆ [Non-SSN GPA Matching and Edit Screens User Guide](#) (Updated February 24, 2014)
- ◆ [SSN GPA Upload User Guide](#) (Updated August, 2014)

WEBINARS

The screenshot shows the California Student Aid Commission website. At the top, there are navigation links for 'Web Grants', 'Cal Grants', 'Cash for College', 'Cal Dream Act', and 'FAFSA'. The main navigation menu includes 'HOME', 'STUDENTS & PARENTS', 'HIGH SCHOOLS', 'COLLEGES', 'OUTREACH & PROGRAMS', 'REPORTS & PUBLICATIONS', 'NEWS ROOM', and 'ABOUT CSAC'. A search bar is located in the top right corner. The main content area features several links: 'Financial Aid Programs', 'Cal Grant - How to Apply', 'Counselor Workshop', 'Training', 'GPA Submission', 'Fund Your Future Outreach Publications', 'Cash for College Workshops', 'WebGrants', 'GPA Calculator', 'GPA Verify', 'GPA Q&A', 'GPA Award Summary', 'IT Technical Documents', and 'District Access - WebGrants'. A red arrow points from the 'WEBINARS' title to the 'Training' link, and another red arrow points from the 'Training' link to the 'GPA Submission' link. Below the main content area, there are three sections: 'Cal Grant Channel' with a video player, 'Important News' with a news article about Heald College, and 'California Colleges.EDU' with a link to the official website. On the right side, there is a 'SCAM ALERT' banner and a 'CALGRANT' logo with the tagline 'Making college financially accessible'. At the bottom right, there is a 'FUND YOUR FUTURE' banner with a photo of a student.

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA

CA.GOV California Student Aid Commission

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Technical and IT related documents

[District Access - WebGrants](#)
District System Administrators Access Request Form

Cal Grant Channel

What's the difference between a Loan a

Important News

Student Aid Commission Issues Statement on the Department of Education's Actions Against Heald College

SACRAMENTO — Executive Director Diana Fuentes-Michel issued a statement on the U.S. Department of Education's actions against Heald College. Heald College's Institutional Participation Agreement (IPA) with the California Student Aid Commission is now terminated. Heald Colleges are no longer eligible...Click here for official statement

California Colleges.EDU

CaliforniaColleges.edu is the one-stop website for information about higher education in California for students, counselors, and parents. It has been developed in collaboration with the California State University (CSU), University of California (UC), California Community Colleges (CCC), Association of Independent California Colleges and Universities (AICCU), and the California Department of Education. More...https://secure.californiacolleges.edu/home/about_us.aspx

SCAM ALERT

Transfer Entitlement Program
CALGRANT
Making college financially accessible

FUND YOUR FUTURE

WEBINARS

The Commission is currently updating its online full-length webinar library. In the meantime, you can register for a [live session](#) or access our [Mini Trainings](#) by selecting the yellow button to the right of this page. Each module is approximately ten minutes in length and cover a variety of specific topics surrounding [Cal Grant](#), [Middle Class Scholarship](#), [California Dream Act](#), [WebGrants](#) and more.

**Coming Soon!...Please check back later.*

Cal Grant

- *Your School and the CA Student Aid Commission
[Presentation PDF](#)
- *Cal Grant 101
[Presentation PDF](#)
- *Cal Grant Payment Process
[Presentation PDF](#)
- *WebGrants Reports and Tools
[Presentation PDF](#)
- *Using the WebGrants System
[Presentation PDF](#)
- *Customizing Your Roster
[Presentation PDF](#)
- *Cal Grant Reconciliation
[Presentation PDF](#)

Specialized Programs

- [Child Development Grant Program PDF](#)
- [CNG EAAP Program PDF](#)
- *California Chafee Grant Program
[California Chafee Grant Program PDF](#)
- [APLE PDF](#)

Cal Grant GPA Submission

- *GPA Submission - SSN
[Presentation PDF](#)
- *GPA Submission - NON-SSN
[Presentation PDF](#)

Reporting and Audits

- *What to Expect From a Cal Grant Review
[Presentation PDF](#)
- *Senate Bill 70

[Click to Access Mini Trainings](#)

ON DEMAND MODULES

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA



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Mini-Trainings

The Commission provides on-demand training for high school and financial aid administrators. Each mini-training below is approximately five minutes in length and targets a specific subject. To watch a mini-training, simply select a link below.

New to Financial Aid

Front Desk 101- **Coming Soon! Please check back.**

Middle Class Scholarship

[Middle Class Scholarship](#)
[MCS: Awards](#)
[MCS: File Types](#)
[MCS: File Submission Process](#)
[MCS: Reports](#)

Cal Grant

[Cal Grant Basics](#)
[Cal Grant Eligibility](#)
[Cal Grant A, B, C's](#)

[Cal Grant GPA Calculations](#)
[Individual SSN GPA Submission Process](#)
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[NON SSN GPA Matching Process](#)
[NON SSN GPA Edit Process](#)
[High School GPA Reports](#)
[Cal Grant Payment Reporting](#)
[Cal Grant Payment Codes](#)
[Cal Grant Common Payment Scenarios](#)

WebGrants

[Establishing and Accessing WebGrants](#)
[WebGrants Help Menu](#)
[WebGrants Tools](#)
[Student Information Screens in WebGrants](#)

[Customizing Your Roster](#)
[Grant Record Changes \(G-21\)](#)
[CA Dream Act Screens in WebGrants](#)
[WebGrants Reports \(Colleges\)](#)
[Cal Grant Reconciliation Reports](#)

[WebGrants for Students](#)
[California License Exam Reporting - **Coming Soon! Please check back.**](#)
[SB 70: Data Reporting](#)
[SB 70: Uploading Your Text File](#)

Click to Access Full Webinar Recordings

THANK YOU!

***California Student Aid Commission
Institutional Support Services***

(888) 294-0153

schoolsupport@csac.ca.gov