Need Help?

Live Webinar Trainings
www.csac.ca.gov/trainings

Help & Tools Link in WebGrants

Phone & email Support
(888) 294-0153
SchoolSupport@csac.ca.gov
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Dear high school senior:

Did you know that you can be eligible for up to $12,570 in free financial aid assistance for college through the Cal Grant program? To be considered for a Cal Grant award, high schools are required to submit your GPA to the California Student Aid Commission.

We will submit your GPA record with the information you provide on this form. Please ensure that the information you provide on your financial aid application and all college applications is consistent with this information. Should any of your demographic information change, please inform your high school counselor.

1. Write your **NAME exactly** as it appears on a valid form of ID, including hyphenated names (Social Security Card, State Issued ID or Birth Certificate)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
</table>

2. Confirm your **DATE OF BIRTH**

<table>
<thead>
<tr>
<th>Month (MM)</th>
<th>Day (DD)</th>
<th>Year (YYYY)</th>
</tr>
</thead>
</table>

3. Confirm your **MAILING ADDRESS**

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

   Please return this form to your high school counselor by the due date.
In order to be considered for a Cal Grant, California public high schools and charter schools are required to submit a high school Grade Point Average (GPA) to the California Student Aid Commission by October 1 for all graduating seniors, unless the student or parent has opted out. California Education Code section 69432.9 requires the school district or charter school, to notify all grade 11 pupils and their parent/guardian (if under the age of 18), in writing and no later than January 1 of a pupil’s grade 11 academic year, that the pupil will be deemed a Cal Grant applicant unless the pupil has opted out prior to the date specified below. Students who do not opt out will have their GPA submitted to the Commission to be considered for a Cal Grant award.

If you do not want your school to report a GPA, please complete this form and return it to your high school counselor by __________. GPAs will be submitted to the Commission starting __________.

STUDENT INFORMATION

1. Please print your last name

2. Please print your first name and middle initial

3. Please print your permanent mailing address

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

5. Please print your email address

By signing this form, I am electing not to have my school report 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 ____________

The student named on this form is under the age of 18. I am the parent or legal guardian of the above named minor, and I do not authorize the release of his/her high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

Parent/Legal Guardian Signature ___________________________ Parent Phone Number ___________________________ Date ____________

Print Parent Name ___________________________ Parent email address ___________________________

Please visit www.csac.ca.gov/privacy.asp for the California Student Aid Commission’s privacy statement.
Instructions

1. **Student Last Name**: Enter student last name as it appears/will appear on the student’s FAFSA or Dream Act Application.

2. **Student First Name**: Enter student first name as it appears/will appear on the student’s FAFSA or Dream Act Application.

3. **Student Gender**: Fill in appropriate bubble for Male or Female.

4. **Permanent Mailing Address**: Enter the student’s permanent mailing address, street address, city, state and zip code.

5. **Student’s Date of Birth**: Enter student’s date of birth. For example, June 25, 1999 should be entered as 06-25-1999.

6. **Student’s E-Mail**: Enter the student’s e-mail address as it appears/will appear on the FASFA or Dream Act Application.

-------------------------------------- STUDENT AND PARENT CERTIFICATION --------------------------------------

**Student’s Phone #**: Enter the student phone number as it appears/will appear on the FASFA or Dream Act Application.

**Parent Phone #**: Enter the parent phone number as it appears/will appear on the FASFA or Dream Act Application.

**Print Parent Name**: Please print parent’s full name as it appears/will appear on the FAFSA or Dream Act Application.

**Parent E-Mail**: Enter the parent e-mail address as it appears/will appear on the FASFA or Dream Act Application.

------------------------------------------------------------------ FOR SCHOOL USE ONLY ------------------------------------------------------------------

**Note**: As requested by the student and/or parent, please do NOT submit this student’s GPA to the California Student Aid Commission.
Formulario para no participar en el envío de GPA

Para ser considerado para una beca Cal Grant, las escuelas secundarias públicas y privadas dentro del estado de California están requeridas a enviar el promedio de calificaciones (GPA) para todos los estudiantes en el 12° grado a la Comisión de Ayuda Estudiantil de California (Comisión) antes del 1 de octubre, a menos que el estudiante, el padre/tutor haya optado por no participar en el proceso de envío. La Sección 69432.9 del Código Educativo de California, requiere que el distrito escolar o la escuela notifique por escrito a cada alumno en el 11° grado o sus padres/tutor antes del 1 de enero del 11° grado del alumno. El estudiante se considerará un solicitante de las beca Cal Grant a menos de que el estudiante, el padre/tutor opte por no participar en el envío de su GPA a la Comisión. Estudiantes que no decidan lo contrario, tendrán su GPA sometido a la Comisión para ser considerados para una beca Cal Grant.

Si no desea que su escuela reporte su GPA, por favor complete este formulario y devuélvalo a la oficina de consejería en su escuela antes del

El promedio de calificaciones será enviado a la Comisión a partir del

INFORMACIÓN DEL ESTUDIANTE

1. Apellido

2. Nombre e inicial del segundo nombre

3. Domicilio

   Número y Calle

   Ciudad  Estado  Código Postal

4. Fecha de nacimiento (MM DD AAAA)

5. Correo electrónico

Al firmar este formulario, elijo no enviar mi promedio de calificaciones a la Comisión de Ayuda Estudiantil de California, para su uso en el proceso de solicitud de la beca Cal Grant.

Firma del estudiante  Número de teléfono del estudiante  Fecha

El estudiante nombrado en este formulario es menor de edad. Y soy el padre/tutor legal del menor, y no autorizo el envío del promedio de calificaciones a la Comisión de Ayuda Estudiantil de California, para su uso en el proceso de solicitud de las becas Cal Grant.

Firma del padre/tutor  Número de teléfono del padre/tutor  Fecha

Nombre del padre/tutor  Correo electrónico del padre/tutor

Para información sobre el aviso de privacidad de la Comisión, visite www.csac.ca.gov/privacy.asp
Instrucciones

1. **Apellido del estudiante:** Escriba el apellido del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

2. **Nombre del estudiante:** Escriba el nombre del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

3. **Domicilio:** Escriba el domicilio permanente del estudiante e incluya el número y la calle, la ciudad, el estado y código postal.

4. **Fecha de nacimiento del estudiante:** Escriba la fecha de nacimiento del estudiante en el orden que se indica. Por ejemplo, 25 de Junio de 1999 debe indicarse como 06/25/1999.

5. **Correo electrónico del estudiante:** Escriba el correo electrónico del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

-------------------------------------- PARA USO EXCLUSIVO DE LA ESCUELA --------------------------------------

**Número de teléfono del estudiante:** Escriba el número de teléfono del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

**Número de teléfono del padre/ tutor:** Escriba el número de teléfono del padre/ tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

**Nombre del padre/ tutor:** Por favor escriba el nombre completo del padre/ tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

**Correo electrónico del padre/ tutor:** Escriba el correo electrónico del padre/ tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

Nota: De acuerdo con esta solicitud, favor de NO enviar el promedio de calificaciones (GPA) de este estudiante a la Comisión de Ayuda Estudiantil de California.
Cal Grant GPA Calculation Instructions

There are four categories of GPAs used for Cal Grant award selection - High School, College, Regular Community College and Reestablished Community College.

**High School GPA**
A high school GPA is calculated on a 4.00 scale to two decimal places (between 0.00 and 4.00). Do not use a weighted scale. Convert any grades with extra weighting for honors and advanced placement classes to a 4.00 scale before calculating the GPA. GPAs calculated beyond a 4.00 scale will not be accepted.

For students who have not yet graduated high school, calculate the GPA using all academic course work for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. The high school GPA excludes physical education (PE), Reserve Officer Training Corps (ROTC), and remedial courses. Remedial work is defined as any course that is not counted toward high school graduation. Failing grades must be included in the GPA calculation unless the course has been retaken. Only include the most recent grade for any course repeated by the student.

For students who are graduating after their junior year, the GPA would only be calculated using sophomore grade course work, including any summer school course work following their sophomore year.

For students who are out of high school but have not earned sufficient college level units to allow calculation of either a college GPA or reestablished GPA or as explained below, the GPA must be calculated from high school course work earned from the student’s sophomore year onward, regardless of whether the student graduated. Competitive Cal Grant awards can be made to students who have not graduated high school.

**College GPA**
A college GPA is calculated on all college work completed, except for non-transferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. The definition of the phrases “all college work completed” and “non-transferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are described below. A college GPA or a community college GPA must be computed for a minimum of 24 semester units or its equivalent regardless of the grades received. The phrase “all college work completed” includes all coursework for which grades are known to the official reporting the GPA and that are accepted for credit at the school reporting the GPA. Failing grades must be included.

**College GPA - Baccalaureate Degree Granting Institution**
For purposes of computing a college GPA by an institution that grants a baccalaureate degree, “nontransferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are those courses which do not earn credit for a baccalaureate degree from the reporting institution.

**College GPA - Associate Degree Granting Institution**
For purposes of computing a college grade point average by a postsecondary institution that grants an associate degree, “nontransferable units” and “courses not counted in the computation for admission to a California public institution of higher education that grants such a degree” are those courses which do not earn credit for an associate degree at the reporting institution.

**College GPA - Non-degree Granting Institution**
For purposes of computing a college GPA by a postsecondary institution that does not grant a baccalaureate or an associate degree:

(A) “nontransferable units” are those units which are not used in satisfying requirements for earning a baccalaureate degree from a California public institution of higher education that grants such a degree;

(B) “courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree” are any courses for which the earned grade is not used in the computation of a GPA in determining admission eligibility, whether or not units earned for the course are transferable to such an institution.

If the GPA is based on college units, and is not a reestablished GPA as described above, do not fill in any bubble.
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How do I set up my WebGrants Account?

To upload GPA’s and help match and edit GPAs submitted for your school, you must first gain access to the WebGrants system. Depending on your school, you may need to speak to your Principal to determine if you will become a System Administrator or have User Access. Definitions for each are provided below:

- **System Administrator**: Individual designated by the Authorized Official to be responsible for implementing procedures and ensuring adherence to all information security/confidentiality polices stated herein. The high school may use their existing Information Security Officer, or they may designate a different employee to act as the SA for purposes of the Commission’s Grant Delivery System – WebGrants. Each high school may designate two System Administrators.

- **User Access**: Individual designated by the System Administrator to have access to the Commission’s Grant Delivery System. Levels of access are granted by the System Administrator and each high school has no limit to the number of such users. Forms for access must be signed by the System Administrator and kept on file at the high school.

- **Authorized Official**: Individual authorized by the Institution to execute the Information Security and Confidentiality Agreement on behalf of the high school.

**Step 1:**
If you are a new System Administrator, you will need to complete and sign, along with your Authorized Official (AO) the System Administrator Access Request form. Your AO most likely is your Principal. For System Administrator Forms, please send the complete forms either via fax to (916) 464-6499 or you can scan and email the forms to schoolsupport@csac.ca.gov.

**Step 2:**
If you have been identified as requiring User Access, you will complete the Individual High School User Access Request Form. This form is to be completed and kept on file at your school by your System Administrator - please do not send this form to the California Student Aid Commission.

**Step 3:**
You may need to complete our FAFSA/Dream Act Program Completion Agreement form (if we do not have this on file for your school) in order for your access to be completed.

**How long will it take to set up my account?**
Once you have submitted all your forms, it can take up to 72 hours for your WebGrants account to be set up. Once the account has been created, you will receive an email from CSACHELPDESK@csac.ca.gov. This email will contain your user ID. Your Authorized Official will also receive an email from the address above with your temporary password.

Now that your WebGrants account has been set up, here is what you can do.
Once your WebGrants account has been set up, you can start viewing our resources regarding the GPA upload process.

The GPA tools link is where you find all available resources to help you with the following:
• **GPA upload user guide** – The user guide presents the file specifications that you will need to follow to ensure a successful upload of your GPA information.

• **GPA Submission Information** – You will find useful items such as:
  - GPA Calculation
  - Opt-out form templates (both in [English](#) and [Spanish](#))
  - GPA Demographic Confirmation Template
  - GPA Information Release Form (for students)
  - 2019-20 GPA Record Layout (**NON-SSN**)
  - NON-SSN GPA Excel Template ([32-bit](#) and [64-bit](#) versions)

**Trainings and Webinars**

• **Recorded Webinars** are available 24/7 and you can view these trainings at your leisure.

• Live Webinars are offered each month. Click [here](#) to view our upcoming schedule of trainings.
Non-SSN GPA UPLOAD

WebGrants User Guide

Updated: April 2018
Contents

Getting Started .................................................................................................................................................... (2)

GPA File Layout .................................................................................................................................................. (3-6)

Saving as a Text File .......................................................................................................................................... (8-9)

View of the File .................................................................................................................................................. (10)

Upload GPA Data ............................................................................................................................................... (11-12)

Invalid Records .................................................................................................................................................. (13)

Accepted GPA File Upload Status Screen ...................................................................................................... (14)

GPA Confirmation Screen ................................................................................................................................ (15)
Getting Started

Purpose

The California Student Aid Commission (CSAC) accepts certified GPAs via on-line submission. This User Guide provides detailed instructions on the process of creating and uploading Grade Point Average (GPA) data into the WebGrants system.

GPAs can be entered individually (single GPA) or uploaded in batches (multiple GPAs). A batch must be saved as a text file in order for it to be accepted by the WebGrants system.

There is an Excel GPA Template that can be used to build the text file. The template has enabled Macros, which is used to automatically input data into the spreadsheet. If you work with a Financial Aid Management System (FAMS) or Student Information System (SIS) that can create this text file, it is not necessary to use the template.

File Specifications

The GPA File Layout displays the file specifications. The data to be uploaded is position and character specific. If the data does not follow the specifications, your file will be invalid and will not upload.

The following information will help define the fields of the file specifications.

Column: This identifies the column that corresponds to Field Name

Required Field: This identifies where data MUST be provided. (Some data is optional.)

Field Name: This is the field name as displayed on the Excel GPA Template.

Valid Content: This column gives examples of the type of data that is accepted in each of the fields.

Start/End: This provides a position listing of the records to be submitted. When the Excel GPA Template is used and saved as text file the position is saved via a macro.

Length: This is the required number of characters for each field (blank spaces included).

Justify Signed: This clarifies justification for each field element.
## NON SSN GPA File Layout

### 2019-2020 GPA File Layout

<table>
<thead>
<tr>
<th>Column</th>
<th>Required Field?</th>
<th>Field Name</th>
<th>Acceptable Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Record ID</td>
<td>Input NS1 for all records</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 1, End 3, Length 3, Justify Left</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>School Code</td>
<td>000000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 4, End 11, Length 8, Justify Right</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Graduation Date (High School Only)</td>
<td>YYYYMMDD (i.e. 20170601)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 12, End 19, Length 8, Justify Left</td>
</tr>
<tr>
<td>D</td>
<td>Yes</td>
<td>Student GPA</td>
<td>001 to 400 000 GPA will not be accepted. Do not use decimal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 20, End 22, Length 3, Justify Right</td>
</tr>
<tr>
<td>E</td>
<td>Yes</td>
<td>High School or College GPA Indicator</td>
<td>H ~~~~~~~~~  ~ C ~~~~~~~~~  ~~~~~~~~~  ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ DO NOT EDIT: In CSAC template this field will auto-populate when Macros are enabled</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 23, End 30, Length 8, Justify Left</td>
</tr>
<tr>
<td>F</td>
<td>Optional</td>
<td>Spring School Code</td>
<td>000000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 31, End 38, Length 8, Justify Right</td>
</tr>
<tr>
<td>G</td>
<td>Yes</td>
<td>Student Date of Birth</td>
<td>YYYYMMDD (i.e. 19990125)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 39, End 46, Length 8, Justify Left</td>
</tr>
<tr>
<td>H</td>
<td>Yes</td>
<td>Student’s Last Name</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ’ (apostrophe); - (hyphen)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start 47, End 65, Length 19, Justify Left</td>
</tr>
</tbody>
</table>
## 2019-2020 GPA File Layout

<table>
<thead>
<tr>
<th>Column</th>
<th>Required Field?</th>
<th>Field Name</th>
<th>Acceptable Characters</th>
<th>Start</th>
<th>End</th>
<th>Length</th>
<th>Justify Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Yes</td>
<td>Student’s First Name</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ‘ (apostrophe); - (hyphen)</td>
<td>66</td>
<td>77</td>
<td>12</td>
<td>Left</td>
</tr>
<tr>
<td>J</td>
<td>Optional</td>
<td>Middle Initial</td>
<td>Uppercase A to Z</td>
<td>78</td>
<td>78</td>
<td>1</td>
<td>Left</td>
</tr>
<tr>
<td>K</td>
<td>Optional</td>
<td>Mother’s Last Name</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ‘ (apostrophe); - (hyphen)</td>
<td>79</td>
<td>97</td>
<td>19</td>
<td>Left</td>
</tr>
<tr>
<td>L</td>
<td>Optional</td>
<td>Father’s Last Name</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ‘ (apostrophe); - (hyphen)</td>
<td>98</td>
<td>116</td>
<td>19</td>
<td>Left</td>
</tr>
<tr>
<td>M</td>
<td>Yes</td>
<td>Student Street Address</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ‘ (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); (ampersand); / (slash)</td>
<td>117</td>
<td>151</td>
<td>35</td>
<td>Left</td>
</tr>
<tr>
<td>N</td>
<td>Yes</td>
<td>Student’s City</td>
<td>0 to 9; Uppercase A to Z; (space); . (period); ‘ (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); (ampersand); / (slash)</td>
<td>152</td>
<td>168</td>
<td>17</td>
<td>Left</td>
</tr>
<tr>
<td>O</td>
<td>Yes</td>
<td>Student’s Zip Code</td>
<td>00000 to 99999</td>
<td>169</td>
<td>173</td>
<td>5</td>
<td>Right</td>
</tr>
<tr>
<td>P</td>
<td>Yes</td>
<td>Student’s Gender</td>
<td>M= Male ; F= Female</td>
<td>174</td>
<td>174</td>
<td>1</td>
<td>Left</td>
</tr>
<tr>
<td>Q</td>
<td>Optional</td>
<td>Parent’s Phone Number</td>
<td>00000000000 to 999999999</td>
<td>175</td>
<td>184</td>
<td>10</td>
<td>Right</td>
</tr>
<tr>
<td>R</td>
<td>Optional</td>
<td>Student’s Phone Number</td>
<td>00000000000 to 999999999</td>
<td>185</td>
<td>194</td>
<td>10</td>
<td>Right</td>
</tr>
</tbody>
</table>
## 2019-2020 GPA File Layout

<table>
<thead>
<tr>
<th>Column</th>
<th>Required Field?</th>
<th>Field Name</th>
<th>Acceptable Characters</th>
<th>Start</th>
<th>End</th>
<th>Length</th>
<th>Justify</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Optional</td>
<td>Student’s Email Address</td>
<td>One @ (at-sign) &lt;br&gt;<strong>Before @:</strong>&lt;br&gt;• at least one valid character&lt;br&gt;• all characters in the range of ASCII 33-126, except for the following 12 characters: &lt; &gt; ( ) [ ] \ , : &quot; @&lt;br&gt;• period cannot be first, last or adjacent to another period&lt;br&gt;<strong>After @:</strong>&lt;br&gt;• at least one valid character&lt;br&gt;• only letters, digits, hyphen, underscore, and period&lt;br&gt;• hyphen, underscore, and period cannot be first, or adjacent to a period</td>
<td>195</td>
<td>244</td>
<td>50</td>
<td>Left</td>
<td></td>
</tr>
</tbody>
</table>
# GPA File Layout

## 2019-2020 GPA File Layout

<table>
<thead>
<tr>
<th>Column</th>
<th>Required Field?</th>
<th>Field Name</th>
<th>Acceptable Characters</th>
<th>Start</th>
<th>End</th>
<th>Length</th>
<th>Justify Signed</th>
</tr>
</thead>
</table>
| T      | Optional       | Parent's Email Address               | One @ (at-sign)  
**Before @:**  
• at least one valid character  
• all characters in the range of ASCII 33-126, except for  
the following 12 characters < > ( ) [ ] \ ; : " @  
• period cannot be first, last or adjacent to another period  
**After @:**  
• at least one valid character  
• only letters, digits, hyphen, underscore, and period  
• hyphen, underscore, and period cannot be first, or adjacent to a period | 245   | 294  | 50     | Left            |
| U      | Optional       | Dream ID                             | 00100001 to 999999999 | 295   | 303  | 9      | Right          |
| V      | Yes            | Leave Blank                          | :=":  
**DO NOT EDIT:** Required data element. When using CSAC template this field will auto-populate when Macros is enabled | 304   | 306  | 3      | Left            |
| W      | Optional       | School Student ID                    | 0 to 9; Uppercase A to Z; (space); . (period); ’ (apostrophe); - (hyphen) | 307   | 326  | 20     | Left            |
| X      | Yes            | State Student Identification Number  | 0000000000 to 999999999 | 327   | 336  | 10     | Right           |
Excel GPA Template

Excel GPA Template

The Excel GPA Template is used to gather your student data onto one spreadsheet. It is located in the Tools link on the WebGrants main page. Right click on the Excel GPA Template, select the “Save Link As” or “Save Target As” option to save the template to your computer.

Preparing the Template

When the template is initially opened from your computer, a yellow PROTECTED VIEW notification will pop-up. Click the Enable Editing box.

Next, a yellow SECURITY WARNING will pop-up. Click the Enable Content box. When the purple Macros box appears, exit the box. The template is now ready for you to input your student data. After the student data has been entered into the spreadsheet, the excel template should be re-saved.
**Saving as a Text File**

The following process will allow the user to save the excel template as a text file (txt.).

**IMPORTANT:** Before you save your excel template as a text file, validate that the data is accurate for each student.

- ✓ Check that each student’s GPA is calculated correctly (unweighted) on the spreadsheet
- ✓ Check that each student’s high school graduation date is correct on the spreadsheet

After inputting all of your student data:

1. Click the **View** tab to access the Macros menu.
2. Click the **Macros** button to bring up the Macros window.
Saving as a Text File

3. In the Macro window, scroll down and select **StartDataTools**, then click the **Run** button.

4. A purple pop-up box will appear, click the **Save as Text File** tab. Next, select your GPA file from the drop down menu and click the **Save** button (if you haven’t named your spreadsheet it will be the **BlankDataEntry** file). Then, select the location where you would like your text file to be saved. The text document should be saved in the same location as the Excel document.
GPA Text File

The text document below is an example of the Excel template after it has been saved as a text file.

Text File Elements

**Position:** Based on the Data Fields definition the sample below shows that the School Code starts at positions 4 and goes through position 11. This text file is ready to be uploaded.
Upload GPA Data

Uploading GPA data to the Commission

Uploading GPAs is a process schools use to transmit specifically formatted text files containing student GPA data to CSAC for batch processing.

Navigating the WebGrants System

After logging into WebGrants:

1. Choose the WebGrants link on the Portal Menu
2. Choose the Non-SSN GPA link from the WebGrants Menu; then
3. Choose the Upload NON-SSN GPAs link from the NON-SSN GPA Menu.
Upload GPA Data

Uploading GPA data to the Commission

At the Upload NON-SSN GPAs screen you will browse for and upload your Non-SSN GPA text file.

Screen Elements

1. Click on Browse to search your PC or network drive for the GPA text file (.txt) that you want to upload.
2. Click the drop down arrow in the Academic Year box to select the academic year that corresponds to the file that is being uploaded.
3. After selecting a text file and an academic year, click the Begin Upload button to start the upload process.
Invalid Records

**NON-SSN GPA File Upload Status**: This screen will be displayed after clicking the Begin Upload button on the Upload GPAs screen.

**Invalid Records**: *If there is at least 1 invalid record, 0 records will upload.* Although the example below shows 6 Valid Records, because there are 3 Invalid records, 0 records will upload.

**View Invalid Records**: Click on the View Invalid Records box to view the Invalid Record List.

![View Invalid Records](image)

**Invalid Record List**: The example below shows 3 invalid records. Refer to the Reject Reason to identify the specific error. Corrections must be made on your GPA text file or Excel GPA Template. If corrections are made on the Excel GPA Template, it must be resaved as a new text file in the same location. After the corrections are made, re-attempt your upload.

![Invalid Record List](image)
Accepted GPA File Upload Status Screen

The File Upload Status screen provides a summary of the records to be submitted. If there are Invalid Records, they must be corrected before the upload can continue.

1. If all records to be submitted are Valid click the Submit Records button to continue. Note: If there are Invalid records; this button may not appear.

2. Clicking the BACK button will take the user to the previous screen and re-sets the Upload screen.
GPA Confirmation Screen

Confirmation of Upload

The GPA Confirmation Screen will be displayed after clicking the Submit Records button on the GPA File Upload Status screen.

Screen Elements

1. **Batch Number**: The batch number identifies the group of GPAs submitted and is useful when contacting the Commission. By clicking on the batch number a list of the students submitted will be displayed. This list can be printed or exported to Excel.

2. **Print / Export**: The Print button prints a summary of the records submitted. The Export button will export the summary of the records submitted to Excel for saving.

3. **BACK**: Clicking the BACK button will take the user to the GPA File Upload screen to begin a new upload. Clicking the BACK button while viewing the list of students will return the user to the Summary of GPA Records screen.

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.
Data File Layout Specifications

GPA UPLOAD

➤ GPA with SSID – Text File Specifications

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Length</th>
<th>Type</th>
<th>Position</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>9</td>
<td>Numeric</td>
<td>1-9</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>10</td>
<td>Blank</td>
</tr>
<tr>
<td>GPA</td>
<td>3</td>
<td>Numeric</td>
<td>11-13</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>14</td>
<td>Blank</td>
</tr>
<tr>
<td>School code</td>
<td>6</td>
<td>Numeric</td>
<td>15-20</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>21</td>
<td>Blank</td>
</tr>
<tr>
<td>High School GPA Flag</td>
<td>1</td>
<td>Alpha</td>
<td>22</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>23</td>
<td>Blank</td>
</tr>
<tr>
<td>HS Grad Date</td>
<td>6</td>
<td>Numeric</td>
<td>24-29</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>30</td>
<td>Blank</td>
</tr>
<tr>
<td>SP School Code</td>
<td>6</td>
<td>Numeric</td>
<td>31-36</td>
<td>Required</td>
</tr>
<tr>
<td>Blank</td>
<td>1</td>
<td>Filler</td>
<td>37</td>
<td>Blank</td>
</tr>
<tr>
<td>SSID</td>
<td>10</td>
<td>Numeric</td>
<td>38-47</td>
<td>Required</td>
</tr>
</tbody>
</table>

➤ GPA with SSID – Excel Format File Specifications

- All numbers must be saved as text prior to uploading data.
- If student does not have a SSID enter ‘0000000000’.
- No blank columns are required, the fillers will format automatically when converting an Excel file to a text format.
- Additional guidance on using Excel is located under the General Information section on the WebGrants Help Center.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>GPA</td>
<td>School Code</td>
<td>Y or N</td>
<td>HS Grad Date</td>
<td>Spring School Code</td>
<td>SSID</td>
</tr>
</tbody>
</table>
PAGE INTENTIONALLY LEFT BLANK
Common GPA Upload Issues

1. Something other than “NS1” in the Record ID field
2. Missing zeros at the end of College Board school code in School Code field
3. Decimal in the GPA field
4. Slashes in Graduation Date field
5. Slashes in the Student’s Date-of-Birth field
6. Data in protected fields (Column E and V) of the Non-SSN GPA Template
7. Last Names longer than 19 characters in Student’s, Mother’s and Father’s Last Name fields
8. Student first name longer than 12 characters in Student’s First Name field
9. Student’s full middle name in Student’s Middle Initial field
10. Listing phone numbers with parenthesis and hyphens in the Student’s and Parent’s Phone Number fields
Solutions

The right formula for student success.

Es
Engagement Services

Fl
Financial Literacy

Dp
Default Prevention

Lt
LoanTracker SaaS

Gc
Grace Counseling

Pe
Program Evaluator

Rosemary Martinez Kepford, School Relations Director | rmkepford@ecmc.org | 951-314-2171

www.ecmc.org/students
2018 High School Counselor Workshops

8/31/18 Fullerton CSU Fullerton
9/5/18 Fresno Fresno State University
9/5/18 Elk Grove Cosumnes River College
9/6/18 Tulare College of the Sequoias
9/6/18 Oxnard Oxnard College
9/7/18 Bakersfield Bakersfield - Y2K
9/7/18 Santa Maria Allan Hancock College
9/7/18 Rocklin Sierra College
9/10/18 Moreno Valley Riverside County Office of Education
9/11/18 Moreno Valley Riverside County Office of Education
9/12/18 Pasadena Pasadena City College
9/13/18 San Gabriel San Gabriel High School
9/14/18 Irvine Irvine Valley College
9/17/18 Santa Rosa Santa Rosa City Schools
9/18/18 Palm Desert College of the Desert
9/18/18 Yuba City Yuba College
9/18/18 Yreka College Options - Siskiyou County
9/19/18 Redding College Options - Redding
9/19/18 Fontana San Bernardino County Sup. of Schools
9/21/18 Eureka Eureka - North Coast Cal-SOAP
9/21/18 Santa Clara Mission College
9/24/18 Redwood City Cañada College
9/25/18 Kentfield College of Marin
9/26/18 San Francisco City College of SF - SF Cal-SOAP
9/27/18 Hayward Chabot College
9/27/18 Wilmington LA Harbor College
9/27/18 Stockton San Joaquin Delta College
9/28/18 Sylmar LA Mission College
9/28/18 Merced Merced College
9/28/18 Oakland Merritt College - East Bay Cal-SOAP
10/4/18 San Diego Scottish Rite Center - San Diego Cal-SOAP
10/5/18 San Diego Scottish Rite Center - San Diego Cal-SOAP
10/5/18 San Luis Obispo Cuesta College
10/9/18 Woodland Hills Pierce College
10/10/18 Los Angeles LA Chamber of Commerce
10/11/18 Costa Mesa Coast Community College District
10/12/18 Norwalk Cerritos College
10/16/18 Sacramento American River College
10/17/18 Costa Mesa Orange County Dept. of Education
10/18/18 Torrance El Camino College
10/19/18 Los Angeles LA Trade Tech College

TRAINING
on available financial aid, the application process and best practices for getting your students awarded

UPDATES
on the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application

INFORMATION
on the Cal Grant awarding process, new system reports and determining if a student is awarded