



CALIFORNIA
STUDENT AID
COMMISSION

Grant Record Change Form For Schools

Cal Grant Program

Schools should use this form to make changes to a **student's name, social security number, date of birth, or high school graduation date**. Documentation of the changes must be included with this form.

Submit the completed form to: **CSAC, Institutional Support Unit, P.O. Box 419027, CA 95741-9027**
or send via email to schoolsupport@csac.ca.gov

1. Please print or type clearly.

--	--	--

Last Name

First

MI

If this is a name change, please print **PREVIOUS** name in shaded box below and provide a copy of the driver's license, SSN card or marriage certificate.

--	--	--

PREVIOUS Last Name

First

MI

2. **Correct** Social Security Number

If submitting a change, please enter **incorrect** number in shaded box below and provide a copy of the Social Security Card showing the correct number.

--	--

3. **Correct** Date of Birth

If submitting a change, please enter the **incorrect** date in the shaded box below and provide a copy of the birth certificate showing the correct date.

--	--

4. High School Graduation Date

--

5. School Certification (**must be completed by the school for all students**)

The information reported above is true and correct to the best of my knowledge and is consistent with the data used to establish the student's eligibility for Federal Title IV aid and institutional funds. The institution certifies that the appropriate documentation substantiating these changes is maintained by the institution as part of the student's financial aid record.

Name of School	Name and title of school official completing this form	
Signature of school official completing this form	Date	Phone Number
Email address of school official completing form	United States Department of Education Code	

The Commission will process the Grant Record Change Form (G-21e) and any resulting changes will be reported to your school through the Cal Grant roster. The Commission will not return a copy of the G-21e form to the school. A copy of the G-21e form should be retained for your records.

CSAC Privacy Notice on Collection

The privacy of student personally identifying information (PII) is of the utmost importance to the California Student Aid Commission (CSAC). This information is provided in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested on all CSAC forms is collected pursuant to the Government Code Sections 1798 et seq. and 11019.9.

Social Security Numbers

CSAC collects personal demographic information including the Social Security number (SSN) to verify your identity, to protect your individual information from access by others, to determine your eligibility for state student aid funds, and to track the state student aid funds you receive. CSAC complies with the Family Education Rights and Privacy Act and does not share your SSN with federal or other state entities except as prescribed by law.

Please do not include information that is not requested.

Information requested is mandatory. Consequences of not providing complete and accurate information may result in a prolonged delay in determining eligibility or an incorrect determination in eligibility.

Conditions of Disclosure

Commission employees may not disclose any personal information in a manner which would link the information to the individual to whom it pertains (Section 1798.3, IPA).

Portions of personal information may be disclosed to other state agencies, educational institutions, and researchers, but only in strict accordance with current statutes regarding confidentiality

Your Rights

You have the right to review your information maintained by CSAC. For questions about this notice, to obtain a written copy of our Privacy Policy, or for information about your rights, please contact:

California Student Aid Commission
ATTN: Information Office
11040 White Rock Road Suite 100
Rancho Cordova, CA 95670

Identity Representative: Patti Colston 916-464-8043

CSAC's full Privacy Policy can be found here: <https://www.csac.ca.gov/post/privacy-policy>