OPERATIONS MEMO

Update from the California Student Aid Commission

May 22, 2014   **GOM 2014-16**

TO: High School Counselors

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

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

This Operations Memo from the California Student Aid Commission (Commission) encourages high school counselors to assist students in meeting the high school graduation confirmation requirement 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- Withdrawn from the program in the spring term if their high school graduation is not confirmed.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)?

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.

- A new feature allows for 3 different status options:

  "Graduated," "Not Graduated," or "Pending."

- Refer to the "High School Grad. Date Verification Screen User Guide" available from the WebGrants Help Center.
- Students who are still pending graduation have until December 31, 2014, to meet all high school graduation requirements and remain eligible for a 2014-15 Cal Grant award.
- Schools that report "Pending Graduation" must submit a new graduation status in WG once the student satisfies the requirement in order to release the hold.

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.

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

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- Be withdrawn from the Cal Grant program in the spring term.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
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