



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



December 7, 2015

GOM 2015-39

TO: Financial Aid Administrators
High School Counselors

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

SUBJECT: **2016-17 Cal Grant GPA Verification**

This Operations Memo from the California Student Aid Commission (Commission) provides information to high school counselors, financial aid and registrar staff submitting grade point average (GPA) verifications on behalf of their students applying for the 2016-17 Cal Grant program awards.

Electronic GPA Submission

- 2016-17 GPA upload capabilities are available on the [WebGrants](#) system. Electronic submission is secure, fast, and free.
- Districts and schools may submit Cal Grant GPAs with or without student social security numbers (SSN). When submitting GPAs without the SSN, other student demographic data is provided with the uploaded GPA file and used to match GPAs with FAFSAs and Dream Act applications. Schools are asked to submit Non-SSN Cal Grant GPAs for AB 540 eligible students.
- Final deadline for GPA submission is **March 2, 2016**.

High Schools GPA Verification

- **As a reminder, the Statewide Student Identifier (SSID) field is mandatory.** The SSID is a student identifier assigned to most California public school students and must be provided if available. If the SSID is not available, all zeroes must be entered as a filler. Please take the necessary steps at your campus to fulfill this requirement.
- Education Code Section 69432.9 requires that all public schools, including charter schools, electronically submit a GPA to the Commission for **all** high school seniors each academic year.
- In order to allow Cal Grant Entitlement award consideration for prior-year high school graduates, schools are encouraged to submit GPAs for 2015 high school graduates along with the class of 2016. For students who have graduated, the Cal Grant GPA should be recalculated to include the senior year coursework.

GPA Upload via WebGrants

- GPAs uploaded through WebGrants are received instantly and certified electronically; there is no need to fax, e-mail or mail separate paper GPA verification forms for your students.
- The WebGrants GPA function provides immediate feedback regarding the number of GPAs accepted via batch upload. The system also identifies any errors in uploads so that schools may complete the needed corrections immediately.
- WebGrants additionally offers the option of keying GPAs directly, eliminating the need for an upload batch file. The direct online entry method may be preferred by schools with relatively small quantities of GPAs to submit.
- GPA File Specifications are identified in the GPA Upload User Guides located within the Help Link in WebGrants. Both the [Non-SSN GPA Upload file specifications](#) and [SSN GPA Upload file specifications](#) have changed from last year; please review these specifications prior to upload.

GPA Upload Training

- The Commission provides live electronic GPA submission training sessions via webcast. Training sessions include both training for SSN and non-SSN uploads. For a list of training dates and times please visit [CSAC Training Portal](#) to register.
- The Commission also provides on-demand recorded presentations regarding the GPA upload processes, which can be viewed at any time. Please visit the on-demand [training library](#) for more information.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
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Working together to effectively promote education beyond high school!