



# OPERATIONS MEMO

## Update from the California Student Aid Commission

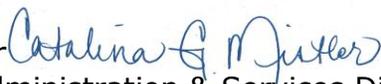
STATE OF  
CALIFORNIA



**February 19, 2016**

**GOM 2016-04**

TO: High School Counselors  
High School Principals  
County and District Superintendents

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

SUBJECT: **Electronic GPA Submission**

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This Operations Memo from the California Student Aid Commission (Commission) reminds public high schools and charter schools of Education Code section 69432.9 as amended by Assembly Bill 2160 (Ting) which requires schools to electronically submit Grade Point Averages (GPA) for their grade 12 pupils by the **March 2, 2016** deadline.

- Recently the State Superintendent of Public Instruction, Tom Torlakson, sent out a 2<sup>nd</sup> notification to all County and District Superintendents, Charter School Administrators, and High School Principals reminding schools to upload GPAs immediately upon receiving WebGrants access.
- As of February 18, 2016, the Commission has received only 78% of the required GPAs.
- School Administrators must have WebGrants access to upload GPAs. The following documents must be submitted for WebGrants access:

**District:** [Request for System Administrator Access](#)  
[FAFSA/ Dream Act Completion Program Agreement](#)

**High School:** [Request for System Administrator Access](#)  
[FAFSA/ Dream Act Completion Program Agreement](#)

- The March 2, 2016 deadline is less than 12 days away and the Commission encourages schools to upload their seniors' GPAs as soon as possible. As the March 2<sup>nd</sup> deadline approaches, the Institutional Support line will become increasingly busy. Uploading GPAs early will allow schools sufficient time to receive assistance as needed.
- Early GPA submission benefits students by allowing them to have earlier notification of their award status which gives students more time to effectively plan for college.

- As a result of changes to the FAFSA process, students and families will be able to file the 2017-18 FAFSA beginning October 1, 2016. To align the Cal Grant award process with this change, the Commission will also be accepting GPAs earlier to permit students to receive early notification of their award status.

The Commission's goal is to provide as much assistance as possible to ensure successful electronic GPA submissions to benefit students and families. To assist with successful electronic GPA submissions, the Commission provides online resources including [recorded training webinars](#) and [mini-training modules](#), publications, as well as individual assistance by phone and e-mail. These resources can be accessed by visiting the Commission's website at [www.csac.ca.gov](http://www.csac.ca.gov).

### **Timely GPA Submissions**

- Thank you to the schools who have already submitted their students' GPAs. The Commission appreciates your timeliness.
- As of today, over 40,000 high school seniors have been offered a 2016-17 Cal Grant award.

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***