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

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

SUBJECT: 2018-19 High School Graduation Verification Reminder

This Operations Memo from the California Student Aid Commission (Commission) reminds district and high school administrators to verify the graduation of their pupils who have not self-certified no later than August 31st.

- A student’s Cal Grant Entitlement award is placed on hold until the high school graduation requirement is satisfied.

- Verification of high school graduation will be done electronically, via WebGrants beginning the 1st of the month in which a student will graduate.
  - After logging in, click on WebGrants>GPA>High School Graduate Verification.

- Three options are available for high school graduation verification: “Graduated,” “Not Graduated” and “Pending.”
  - **Graduated**: student meets high school graduation requirements
  - **Not Graduated**: student is not expected to meet graduation requirements by December 31, 2018.
  - **Pending**: graduation cannot be determined due to transferring to another school/district OR if student will be working towards meeting graduation requirements through enrollment in summer school or adult school and is reasonably expected to complete graduation requirements by December 31, 2018.

- Please refer to GOM 2018-13 for additional details.

**Need to contact us?**

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

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