



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**November 6, 2018**

**GOM 2018-34**

TO: Financial Aid Administrators  
High School Counselors  
High School Principals  
County and District Superintendents

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

**SUBJECT: 2019-20 Non-SSN GPA Record Layout and Upload User Guide**

This Operations Memo from the California Student Aid Commission (Commission) announces updates to the 2019-20 Non-SSN GPA Record Layout and Non-SSN Upload User Guide. These updates reflect changes to gender reporting guidelines pursuant to the passage of the Gender Recognition Act. Senate Bill 179 ([SB 179](#)), adopted in 2017, provides Californians legal recognition of their gender identity.

The updated Non-SSN documents allow for reporting of non-binary gender. Both documents are available on the WebGrants "Help" Menu, as well as on the Commission website:

- The Non-SSN GPA Record Layout is located [here](#) on the Commission website.
- The Non-SSN Upload User Guide is located [here](#) on the Commission website.

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

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

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