OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA

February 25, 2020   **GOM 2020-07**

TO: Financial Aid Administrators

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

SUBJECT: **Re-established Non-SSN GPA Submission for CADAA Applicants**

This Operations Memo from the California Student Aid Commission (Commission) provides an update to GOM 2020-05 regarding the electronic submission of re-established Non-SSN Grade Point Averages (GPA) for CADAA Applicants.

GPAs must be submitted by the **March 2** deadline for applicants to be considered for most Cal Grant awards. This includes community college re-established GPAs, which are used for competitive Cal Grant B consideration.

Utilize the following methods to submit the re-established GPA for CADAA applicants:

1. Students **with Dream Act IDs** can have their GPA submitted via the GPA menu in WebGrants. The Dream Act ID serves as a pseudo-SSN. Choose Academic Year 2020-2021 and the Re-established option.
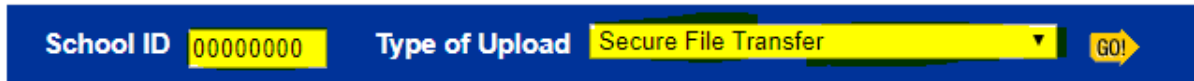
GPA File:	Choose File No file chosen
Academic Year:	2020-2021 ▼
GPA Type:	☐ Re-established ☐ September GPAs ☐ Community College GPAs
	Begin Upload

2. Students **without Dream Act IDs** can have their GPA submitted individually under the Non-SSN GPA menu, by choosing "Add Non-SSN GPAs/Test Scores." Choose Academic Year 2020-2021, GPA/Score Type GPA, and Select GPA Type Re-established GPA. Enter the required Student Information and Other Information Section. Click 'Submit Non-SSN GPA to CSAC' when done.

Academic Year: 2020-2021 ▼   GPA/Score Type: GPA ▼   Select GPA Type: Re-established GPA ▼   ☐ C2

3. Upload your Non-SSN GPA data file using Secure File Transfer. Choose 'File Upload' under the Data Transfer Menu. Choose "Secure File Transfer" under the Type of Upload drop-down box, then click Go! After uploading your file, send an email to SchoolSupport@csac.ca.gov with the subject line 'Secure File Transfer Non-SSN GPAs for College Name'. Include your school name and school code.

Non-SSN GPA Excel Templates (for 32 bit and 64 bit Excel versions) can be found HERE. In addition, the Non-SSN Upload User Guide (including file specifications) can be found HERE.

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!