For Cal Grant consideration, the California Student Aid Commission (Commission) requires a certified GPA to be matched to a completed financial aid application. Once a Non-SSN GPA is submitted, the Commission will attempt to match it to a student’s financial aid application - Free Application for Federal Student Aid (FAFSA); or California Dream Act Application (CADAA). Any GPA records that are not automatically matched in the Commission’s WebGrants system will need to be reviewed and manually matched by school staff to ensure their students are given Cal Grant consideration. If a student’s GPA remains unmatched (due to differing demographic information between the GPA submitted by the school, and the financial aid application submitted by the student), the student’s application will not be processed for Cal Grant consideration. Therefore, it is imperative that school staff ensure their students’ GPAs are matched to the corresponding financial aid applications. This job aid goes over the steps required for school staff to ensure their students’ GPAs are correctly matched to their financial aid applications.

Assumption: user knows where and how to pull WebGrants reports.

Where to find GPA reports
- Log into WebGrants
- Click on “WebGrants”
- Click “Data Transfer”
- Click “Report Download”
- Click “GO”

STEP 1: Identify which records need to be matched
Schools can use the “Non-SSN GPA Status Report” to see which GPA records need to be matched. Look at the “Matched” column and use the key below to determine the next steps.

<table>
<thead>
<tr>
<th>Match Indicator</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>GPA has matched to financial aid app, no further action required</td>
</tr>
<tr>
<td>NO</td>
<td>Partial financial aid match, go to STEP 2</td>
</tr>
<tr>
<td>NO APP</td>
<td>Student has likely not submitted a financial aid application. Follow up with student to complete FAFSA/CADAA, review report in 1 week</td>
</tr>
</tbody>
</table>
**STEP 2: Confirm what demographic information was used on the financial aid application**

There are a few ways to obtain this information:

1. Contact the student and ask them to confirm their name, DOB and mailing address, exactly, as provided on their financial aid application.

2. Have the student provide a copy of their “Student Aid Report” (SAR). The SAR is generated about 3-5 days after completing a financial aid application. The student will need to log onto their FAFSA/CADAA portal to obtain a copy of their SAR. The SAR provides basic information about the student’s eligibility for financial aid, and also lists the demographic information used when the student filed their application (i.e. name, DOB, mailing address).

Once you have confirmed what demographic information was used on the student’s financial aid application, proceed to **EDIT** the GPA record.

**STEP 3: EDIT the GPA Record**

a) School staff member will log onto WebGrants and click on “WebGrants”

b) Click on “Non-SSN GPA”

c) Click on “Edit NON-SSN GPAs”

d) Search for your student using the information submitted with the GPA record

e) Click on the student record to open the record for editing

f) **Edit the demographic information on the GPA record to mirror what the student provided on their financial aid application.**

g) Click “Submit Changes”

h) Proceed to manually match the GPA record.

**MANUALLY MATCHING A GPA RECORD**

1. Click on “NonSSN GPA to Fin App Match”

2. Leave LAST NAME **blank** (only use last name if search results indicate that there were too many records that matched search criteria. In this instance, enter first 3 characters of last name)

3. Enter the first 3 characters of your student’s FIRST NAME

4. Enter the student’s DOB

5. Enter your 6-digit school board ID and add two trailing zeroes at the end. Example: 01234500
6. Press “GO”
7. Click on the student record. WebGrants will display any financial aid applications that closely match your search criteria. **If any of the records belong to your student, manually match the GPA by clicking on the “Match” radio button at the bottom of the record; followed by “Submit Changes.”** The student record will subsequently be highlighted in **GREEN,** which means that your student’s GPA record has been successfully matched to their financial aid application and can now be processed for Cal Grant consideration. No further action is required.

**COMMON FAQ’S**

Q1. **Why should a school “match” their students’ GPA records to financial aid applications?**
   
   **Answer:** For a student to be considered for a Cal Grant award, the Commission requires a student’s GPA to be “matched” to a financial aid application. Submitting a student’s GPA is only part of the process. Students also need to ensure they complete their financial aid applications; and schools must ensure their students’ GPA records are matched to their student’s financial aid applications. Schools can check to see if their students’ GPAs have matched to a financial aid application by reviewing the **“Non-SSN GPA Status Report.”** Another reason that schools should match their students’ GPAs to financial aid applications is because matched GPAs are counted in the Race to Submit Campaign. Schools and districts have a vested interest in increasing this number and monitor this data closely.

Q2. **What data elements does the California Student Aid Commission (CSAC) use to match GPA records to financial aid applications?**
   
   **Answer:** High Schools use the Non-SSN method to upload GPAs, which does not require the use of a Social Security number (many high schools don’t even collect SSN data). Therefore, the Commission uses various demographic data elements that are provided on the GPA upload, namely the student name, DOB and mailing address to match a GPA record to a financial aid application. Schools should ensure the demographic information for their students is up to date prior to uploading GPAs. Schools are encouraged to create a process to collect updated demographic information for their students. The Commission has a [GPA Demographic Confirmation](#) template that schools can use in this process.
Q3. When will a GPA record automatically be matched to a financial aid application?

Answer: WebGrants automatically matches a GPA record to a financial aid application when the demographic information on both the GPA record and financial aid application match exactly.

Q4. Why would a GPA record not match to a financial aid application?

Answer: GPA records remain unmatched when the demographic information (i.e. name, DOB or mailing address) on the GPA record (as provided by the school) does not match the demographic information provided on the financial aid application by students.

Q5. Will “matching” more GPA records improve the numbers displayed on the Race To Submit Dashboard?

Answer: Yes. If your public high school or charter participates in the "Race To Submit" campaign, it is important to note that the winners of the Race To Submit campaign are chosen based on the % of matched GPA records.

GPA matching increases the numbers under the gauge titled, “Completed Applications & Cal Grant Awards.” This portion of the dashboard tallies the number of applications with matched GPAs. The result? Students with matched GPAs are then processed for Cal Grant consideration.

Q6. When can schools EDIT and MATCH their student’s unmatched GPA records?

Answer: Beginning in mid-October, schools can begin to EDIT and MATCH any unmatched GPA records as identified on the “Non-SSN GPA Status” report. The functionality to EDIT a GPA record will remain available to schools until the end of April. The capability to MATCH a GPA record will remain available until October of the following year.

Q7. While trying to match a student’s GPA record, the following message is displayed. What does it mean?

“NO NON_SSN DATA FOUND FOR SELECTION CRITERIA”

Answer: This message likely means your student has not completed a financial aid application, or there is an issue with the application that requires additional steps (i.e. missing parental signature etc). Follow up with your student or assist them in completing their financial aid application. Review the Non-SSN GPA Status report about 10 days after submitting the financial aid application to determine the matched status by looking at the key in STEP 1 of the “EDITING A GPA RECORD” section of this job aid.