



CSAC

CALIFORNIA
STUDENT AID
COMMISSION

GPA Matching and Editing Reference Guide

California Student Aid Commission
Program Administration & Services Division
Institutional Support Unit
Questions? Contact us!

SchoolSupport@csac.ca.gov or 1-888-294-0153

INTRODUCTION

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.

MANUALLY MATCHING A GPA RECORD

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"

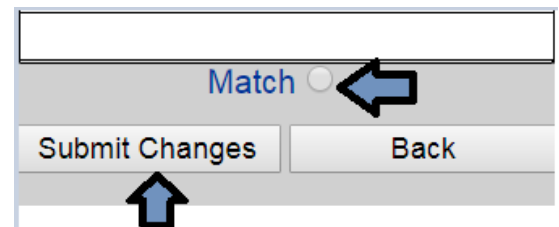
STEP 1: Identify which records need to be matched

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.

Match Indicator	Key
YES	Financial aid app has matched to student's GPA, no further action required
NO	Partial financial aid match, go to STEP 2
NO APP	Student has likely not submitted a financial aid application. Follow up with student to complete FAFSA/CADAA, review report in 1 week

STEP 2: Manually match GPA in WebGrants

- A. In WebGrants, go to the “Non-SSN GPA” menu and click on **“NonSSN GPA to Fin App Match”**
- B. Leave LAST NAME **blank** (only use last name if search results indicate there were too many records that matched search criteria. In this instance, enter first 3 characters of last name)
- C. Enter the first 3 characters of your student’s FIRST NAME (as submitted on the GPA record)
- D. Enter the student’s DOB (as submitted on the GPA record)
- E. Enter your 6-digit school board ID and add two trailing zeroes at the end. Example: 01234500
- F. Press “GO”
- G. If either of these messages is displayed, **“NO ISIR DATA FOUND FOR SELECTION CRITERIA”** or **“NO NON_SSN DATA FOUND FOR SELECTION CRITERIA,”** proceed to steps (a) – (c). Otherwise, proceed to step (H) to match the GPA.
 - a) Repeat steps (B) – (F) and retry your search, this time leave the FIRST NAME blank and enter the first 3 characters of LAST NAME and DOB. If record is found, proceed to step (H). If same message appears, proceed to step (b).
 - b) Confirm with the student that a financial aid application has been submitted. If no financial aid application has been completed, have the student complete a financial aid application and retry your search approximately 7-10 days after financial aid application is submitted. If a financial aid application has been completed at least 7-10 days ago, proceed to step (c).
 - c) **EDIT** the demographic information on the GPA record to match that of the financial aid application (See [“Editing a GPA Record”](#) section of this guide for instructions), then repeat steps (B) – (F).
- H. 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.



EDITING A GPA RECORD

Note: Edit screen is only available for part of the year, usually October 1 – March 2. If trying to EDIT a GPA outside of this date range, please contact the Institutional Support Unit.

STEP 1: Confirm what demographic information was used on the financial aid application

There are a few ways to obtain this information:

- Contact the student and ask them to confirm their name, DOB, and mailing address, *exactly*, as provided on their financial aid application.
- 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 lists the demographic information used when the student filed their application (i.e. name, DOB, mailing address).

STEP 2: EDIT the GPA Record

- A. In WebGrants, go to the “Non-SSN GPA” menu and click on “**Edit NON-SSN GPAs**”
- B. Search for your student using the information submitted with the GPA record
- C. Click on the student record to open the record for editing
- D. Edit the demographic information on the GPA record to mirror what the student provided on their financial aid application
- E. Click “Submit Changes”
- F. Proceed to manually match the GPA (See “[Manually Matching a GPA Record](#)” section of this guide for instructions)

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.

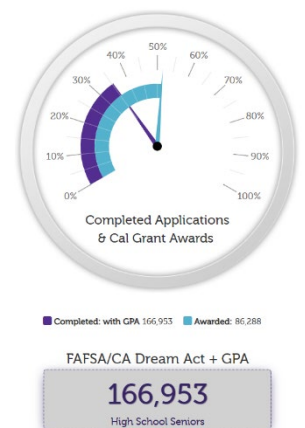
Q4. Why would a GPA record not match to a financial aid application?

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 **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 March 2nd. GPA **MATCHING** will remain available until October of the following year.

Q7. What do either of these messages mean when trying to match a student's GPA record?

"NO NON_SSN DATA FOUND FOR SELECTION CRITERIA" or "NO ISIR DATA FOUND FOR SELECTION CRITERIA"

Answer: This message is displayed when the search criteria being used to match a GPA does not match the information on any financial aid applications we have on file. Follow the instructions under [step \(G\)](#) for possible solutions. In most cases however, this message likely means your student has not completed a financial aid application. Follow up with your student or assist them in completing their financial aid application. Review the Non-SSN GPA Status report about 7-10 days after submission of the financial aid application to determine if you will need to manually match the GPA.