



SPECIAL ALERT

STATE OF
CALIFORNIA

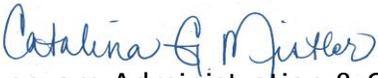


Update from the California Student Aid Commission

February 07, 2017

GSA 2017-06

TO: High School Counselors
High School District Administrators

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

SUBJECT: 2017-18 Duplicate High School GPA Uploads Information

This Special Alert from the California Student Aid Commission (Commission) provides high school counselors and high school district administrators important information on uploading Grade Point Average (GPA) data.

The Commission has received thousands of duplicate GPA records that are not replacing previously uploaded GPAs. To reduce the number of duplicate data, WebGrants System Administrators should only upload their entire list of student's GPAs once. Any corrections or additional student data can be added using the "Edit Non-SSN GPAs" screen in WebGrants or by contacting Institutional Support.

To ensure accurate uploads:

- Each student should only have their GPA uploaded once
- Before uploading, validate that:
 - GPA is calculated correctly
 - high school graduation date is correct
- Check accuracy of reports regularly
 - Correct errors in WebGrants or by contacting Institutional Support
- Contact Institutional Support prior to uploading a new batch if multiple uploads have already been submitted for your school.

School districts uploading GPAs on behalf of their high schools need to confirm that College Board school codes are correct. Each high school must have their unique College Board school code listed for their student's GPAs.

Institutional Support is currently holding live webinars on GPA Uploads and GPA Reports and Matching ([GOM 2017-02](#)). Recorded mini-trainings are also available on the Commission's website at <http://www.csac.ca.gov/doc.asp?id=1445>.

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!