SPECIAL ALERT

Update from the California Student Aid Commission

June 14, 2018   **GSA 2018-23**

TO: WebGrants System Administrators and Users
           County and District Superintendents
           High School Counselors

FROM: Catalina G. Mistler *Catalina G. Mistler*
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SUBJECT: **Changes to GPA Reports and Sunset of SSN GPA Upload**

This Special Alert from the California Student Aid Commission (Commission) announces the removal of Social Security Numbers (SSN) from all GPA related reports in WebGrants, to further protect sensitive student information. This change takes effect immediately and applies to WebGrants users at high schools, high school districts and county offices of education.

Student Summary Report

- This report displays a student's application status (*APP STAT* column) and if he or she has been awarded a Cal Grant (*AWD* column).

- Last 4-digits of a student's SSN have been removed and replaced with the 10-digit Statewide Student Identifier (SSID). The SSID is a unique, non-personally-identifiable number given to students within the public K-12 educational system in California.

- To identify students on this report, the Commission encourages schools to include the SSID on the GPA upload. If the SSID is not provided during GPA upload, the field will be blank.

- In subsequent updates to this report, students will be grouped by graduation year and sorted alphabetically (forthcoming).

GPA Summary and GPA Batch Detail Reports

- These reports are no longer available to WebGrants users at high schools, high school districts and county offices of education. In lieu of this report, schools should use the *Student Summary Report.*

Sunset of SSN GPA Upload Capability

- Beginning in the 2020-21 award year (i.e. class of 2020), the Commission will remove the capability for schools to upload student GPAs using SSNs in WebGrants. GPAs from that point forward will be submitted without SSNs, using the "Non-SSN GPA" method.

- Schools should ensure their student information systems (i.e. *Aeries, PowerSchools, Illuminate*) have the capability to produce GPA files in text (.txt) format without SSNs.

- IT staff may refer to the Non-SSN GPA User Guide for specifications on how to build this into their student information system.

- The Commission will offer webinar training on a continuous basis to assist schools that are new to this process or need a refresher. Please check our TRAINING page regularly to view our upcoming webinars.

Need to contact us?

➢ Institutional Support phone number: (888) 294-0153
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