

Routing: High School Principals High School Associate Principals Area Superintendents High School Counselors High School Registrars High School PowerUsers	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 28 DATE: Sep 7, 2023 DUE DATE: Timeline Included
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Title: 2023-2024 GPA UPLOAD FOR CALGRANT & FAFSA SUBMISSIONS

Issuing Department: Student Services, Counseling & Guidance

Reference: [Administrative Regulation 6146.1: Graduation from Senior High](#)

Summary: Ensure data needed for the Cal Grant GPA upload are updated in PowerSchool by the deadlines outlined

Brief Explanation:

Education Code 69432.9 requires that all public schools electronically submit grade point averages (GPA) for all grade 12 students each academic year to the California Student Aid Commission (CSAC). The District and Registrars will electronically upload Cal Grant GPAs using the WebGrants system. This applies only to students whose parent/guardian has consented to the release of this information. **The first GPA submission will be completed by the District by October 1, 2023.**

The National College Access Network (NCAN) Free Application for Federal Student Aid (FAFSA) Challenge Grant was awarded to Cal-SOAP. This year Cal-SOAP will be supporting trainings for both counselors and registrars to support students in completing the FAFSA or Dream Act Applications. Cash for College student workshops will also be provided to support students in filling out the FAFSA/Dream Act application. The goal is to increase FAFSA submission rates by 10% for each high school. Cal-SOAP in partnership with CSAC will be hosting trainings for FAFSA completion in October.

The California Student Aid Commission, put together the Race to Summit Dashboard, where schools can review their data: <https://webutil.csac.ca.gov/Dashboard/>. High schools are able to have two accounts for the CSAC portable in order to support submission data and application status of a student's FAFSA submission.

Students must complete multiple components in order to be eligible for Free Application for Federal Student Aid or Dream Act. For a student to be considered for a Cal Grant award, the following actions must be completed:

1. The student must submit a completed Free Application for Federal Student Aid (FAFSA) **OR** the California Dream Act Application by the March 2, 2024 deadline.
2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2024 deadline.

Implementation:

To support schools with the process of uploading GPAs to CSAC, the district's ITSS department will create files in the "Non-SSN" format for submission to CSAC. Students who will be included are active students who are **12th graders** or who are **Class of 2024** or before (e.g., active Class of 2023, 2022, etc.). The only students who will be excluded are those for whom **question 30a on the PreK-Grade12 Enrollment Form 2023-2024 is explicitly identified as "opt-out"**.

All seniors, class of 2024 students must complete the FAFSA/CADAA unless the student is explicitly "opted-out" on question 30b on the PreK-Grade12 Enrollment Form 2023-2024.

Any Class of 2024 student who "opts-out" must be identified in PowerSchool, question 30a and 30b, by **Friday, September 22, 2023**, to ensure the student's GPA is not uploaded with the first Cal Grant Extract 1.

IMPORTANT NOTE: Students not included in either Cal Grant Extract 1 or 2 will need to be electronically uploaded by site staff to CSAC.

The following timeline will be implemented by ITSS to extract and upload student qualification data to CSAC.

CAL GRANT EXTRACT 1 TIMELINE:

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of August 21, 2023	1. Update PowerSchool Demographics Page a. Verify that student's address and contact information are up-to-date by September 22, 2023, 4:00 p.m. CSAC utilizes multiple elements for the GPA matching process: • Legal Name: Last, First, Middle Initial • Date of Birth • Student Address: Street, City, State, Zip • Student Gender • Home Phone • State Student Identification Number (SSID) • Class Of • Guardian Names (Last Name) 2. Update Question 30a from the PreK-Grade12 Enrollment Form 2023-24 a. All students will be included in the upload except those for whom question 30a on the PreK-Grade12 Enrollment Form 2023-24 is explicitly identified as "opted out" 3. Identify students who have opted-out for the release of their CSAC data. Run enrollment form Question 30a Data report: • Select Class of 2024 or other groups • Select System Reports > sqlReports 4 > Enrollment Form – Cal Grant Opt Out 4. Contact the student and their families for students identified on the report and provide them with the opportunity to be included in the Cal Grant upload by consenting to the release of their records.	Appropriate site staff member Appropriate site staff member School Registrar or appropriate site staff member School Registrar or appropriate site staff member
September 22, 2023 By 4:00 p.m.	5. Make sure that all academic history for Class of 2024 and before is current in PowerSchool. Data for students who enroll in the district after this date must be transcribed into PowerSchool as soon as possible in preparation for Cal Grant Extract 2. 6. ITSS will refresh Grade Level and Class of data update. CAL GRANT EXTRACT 1 7. ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES.	Registrar or appropriate site staff member Refresh: Lorenzo Cuevas Extract: IT SIS group

By October 1st	8. ITSS will provide Counseling & Guidance the file for Cal Grant upload 9. District CAL GRANT EXTRACT 1 data will be uploaded to CSAC.	Veronica Ortega
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CAL GRANT EXTRACT 2 TIMELINE:

Processing for Extract 2 will include all senior students:

- Enrolled after **Friday, September 22, 2023**
- Exclude students who opted out on Question 30a of the PreK-Grade12 Enrollment Form 2023-2024
- Who did not have any Academic History in PowerSchool during Cal Grant Extract
- Deadline for all PowerSchool data entry is **December 9, 2022**

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of September 25, 2023	1. Update PowerSchool Demographics Page a. Verify that student's address and contact information are up-to- date by December 8, 2023. CSAC utilizes multiple elements for the GPA matching process: • Legal Name: Last, First, Middle Initial • Date of Birth • Student Address: Street, City, State, Zip • Student Gender • Home Phone • State Student Identification Number (SSID) • Class of • Guardian Names (Last Name) 2. Update Question 30a from the PreK-Grade12 Enrollment Form 2023-2024 a. All newly enrolled senior students will be included in extract 2 except those for whom Question 30a on the PreK-Grade12 Enrollment Form 2023-2024 is explicitly identified as opted out.	Appropriate site staff member
Starting week of October 2, 2023	3. Identify students who have opted-out for the release of their CSAC data Run enrollment form Question 30a Data report: • Select Class of 2024 or other groups • Select System Reports > sqlReports 4 > Enrollment Form – Cal Grant Opt Out 4. Contact the student and their families for students identified on the report and provide them with the opportunity to be included in the Cal Grant upload by consenting to the release of their records.	School Registrar or appropriate site staff member

September 25 - December 8, 2023	5. Academic history for students in Class of 2024 and before must be current in PowerSchool and sites need to ensure that all Grade Level and Class of are correct.	Registrar or appropriate site staff member
By December 8, 2023 4:00 P.M.	6. Assure that all updates to Enrollment Form – Question 30a are completed in PowerSchool.	Registrar or appropriate site staff member
December 8, 2023 4:00 p.m.	7. CAL GRANT EXTRACT 2 a. ITSS will extract data to generate EXTRACT 2 CAL GRANT FILES.	IT SIS group
<i>December 8th</i>	8. Students <i>not included in either Extract 1 or 2 will need to be electronically uploaded manually by site staff to CSAC.</i>	<i>Registrar or appropriate site staff member</i>
December 15, 2023	9. District CAL GRANT EXTRACT 2 data will be uploaded to CSAC. 10. IT to provide Counseling & Guidance, class of 2024 “year 2” file to upload the 2nd year GPA for prior graduates.	Veronica Ortega
April 2, 2024** **ONLY FOR THE 23-24 SY	11. Schools must ensure that certified Grade Point Averages (GPAs) are uploaded to CSAC by the April 2nd deadline.	Registrar or appropriate site staff member

For more information about this circular, contact:

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