OPERATIONS MEMO

Update from the California Student Aid Commission

October 6, 2020   **GOM 2020-31**

TO: Financial Aid Administrators

FROM: Steve Caldwell
           Interim Deputy Director, Program Administration & Services Division

SUBJECT: **2020-21 High School Graduation Date Verification for Colleges**

This Operations Memo from the California Student Aid Commission (Commission) provides guidance regarding the 2020 high school graduation date verification process for new 2020-21 Entitlement Cal Grant offered awardees.

A student's Cal Grant Entitlement award is placed on-hold until the high school graduation date verification requirement is satisfied.

Colleges Confirming High School Graduation in WebGrants

- Upload high school graduation confirmations by using the WebGrants "File Upload" screen accessed from the Data Transfer menu. The file layout specifications are available in the WebGrants Help menu.

- Individual student records can also be updated using the WebGrants payment roster.

  o Select "Roster/Reconciliation" → "Display Roster"

  o For "High School Graduation Date Verification," verify the month and year of high school graduation and "Save."

Cal Grant Entitlement Students who do not confirm their high school graduation will:

- Not be eligible to receive Cal Grant payments.
- Be withdrawn from the Cal Grant program.

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!