



# OPERATIONS MEMO

STATE OF CALIFORNIA



## Update from the California Student Aid Commission

February 27, 2023

COM 2023-04

TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

SUBJECT: **Re-established GPA Submission for CADAA Applicants**

This Operations Memo from the California Student Aid Commission (Commission) provides information regarding electronic submission of re-established Grade Point Averages (GPA) for California Dream Act Application (CADAA) Applicants.

For students to receive consideration for all applicable grant programs, a GPA must be submitted by the **March 2, 2023 deadline**. This includes community college [re-established GPAs](#). Utilize the following methods to submit the re-established GPA for CADAA applicants:

1. GPAs for students **with Dream Act IDs** can be submitted via the GPA menu in WebGrants. The Dream Act ID serves as a pseudo-SSN and is located in position 2-10 on the Cal ISIR file. The Dream Act ID can also be located on the roster, award summary and detail screens or the Cal Student Aid Report (SAR) in WebGrants. Choose Academic Year 2023-2024 and the Re-established option.

GPA File*	<input type="text" value="Choose File..."/>	<input type="button" value="Browse"/>
<b>Note:</b> If uploading more than 50,000 GPA records, we recommend splitting your file into smaller files, not to exceed 50,000 GPA records and proceed with your uploads.		
Academic Year*	<input type="text" value="2023 - 2024"/>	
GPA Type	<input checked="" type="checkbox"/> Re-established ⓘ <input type="checkbox"/> September GPAs ⓘ <input type="checkbox"/> Community College GPAs ⓘ	
<input type="button" value="Begin Upload"/>		

2. GPAs for students **without Dream Act IDs** can be submitted individually under the Non-SSN GPA menu, by choosing "Add Non-SSN GPAs/Test Scores." Enter the required Student Information and Other Information Section. Choose Academic Year 2023-2024, GPA/Score Type "GPA," and Select GPA Type "Re-established GPA." Click 'Submit' when done.

Academic Year	<input type="text" value="2023 - 2024"/>
GPA Type *	<input type="text" value="Re-established GPA"/>
GPA *	<input type="text" value="400"/> (001-400)

Non-SSN GPA Excel Templates (for 32 bit and 64 bit Excel versions) can be found on the CSAC website under [High School GPA Forms, User Guides, and Job Aides](#). In addition, the [Non-SSN Upload User Guide](#) provides file specifications and step-by-step upload instructions.

### **Need to contact us?**

- School Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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