



CSAC
CALIFORNIA
STUDENT AID
COMMISSION

GPA Matching and Editing Reference Guide

Table of Contents

Introduction	3
GPA REPORTS	3
Financial Aid Application Status Report	3
NON-SSN GPA Status Report	4
MANUALLY MATCH GPA	6
Review Flagged Matched GPAs “Gold Hold Status”	8
Error Messages	10
EDITING A GPA RECORD	10
COMMON FAQs	14

Introduction

For Cal Grant consideration, the California Student Aid Commission (CSAC) requires a certified **GPA** to be **matched** to a completed **financial aid application**. Once a Non-SSN GPA is submitted, CSAC will attempt to match it to a student's Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) based on their demographic information such as First and Last Name, Date of Birth, Address, and Email Address. GPA records that are not automatically matched in WebGrants will need to be reviewed and manually matched by school staff to ensure their students are given Cal Grant consideration. If a student's GPA remains unmatched (due to differing demographic information between the GPA submitted by the school and the financial aid application submitted by the student), the student's application will not be processed for Cal Grant consideration. Therefore, school staff must ensure their students' GPAs are matched to the corresponding financial aid applications. This job aid goes over the steps required for school staff to make certain their students' GPAs are correctly matched to the students' financial aid applications.

GPA REPORTS

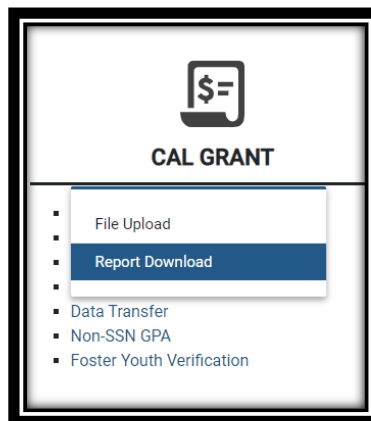
CSAC provides helpful reports such as the **Financial Aid Application Status Report** and the **Non-SSN GPA Status Report** to support schools and school districts. The Financial Aid Application Status Report is an *outreach tool* to help confirm that students have submitted a FAFSA or CADAA, while the Non-SSN GPA Status Report is a tool used to identify records that require manual GPA Matching.

Financial Aid Application Status Report

The Financial Aid Application Status Report is an *outreach tool* to help confirm that students have submitted a FAFSA or CADAA.

How to Access the Financial Aid Application Status Report

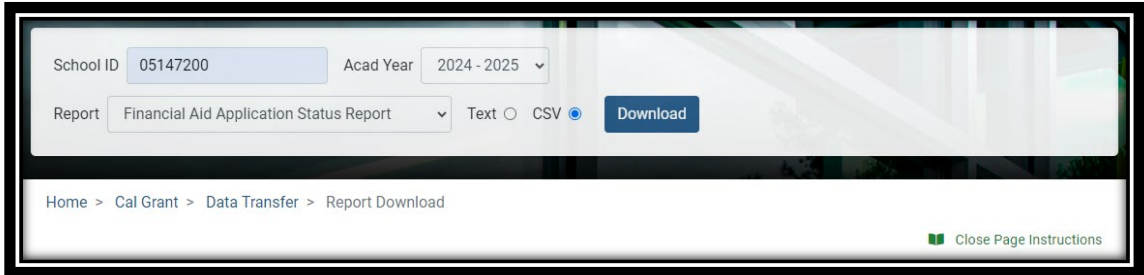
- Log in to WebGrants
- Click "[Data Transfer](#)" under the Cal Grant section on the homepage
- Click "[Report Download](#)" on the pop-up menu



- Click the dropdown menu for "[Report](#)" and select "[Financial Aid Application Status](#)

Report ”

- Choose Text or CSV
- Click Download *may take a few minutes to download
- Click the file to open the report



Tip! When using the Financial Aid Application Status Report for student outreach purposes, choose the CSV (Excel) option so you can add filters to the ‘Action Needed’ column and sort students by the recommended actions.

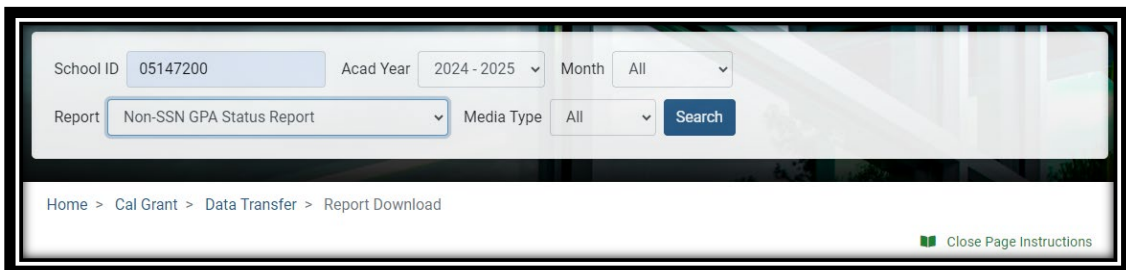
1	LAST NAME	FIRST NAME	MIDDLE	DATE OF BIRTH	GPA UP	FIN AID APP SUBMITTED	EFC	GPA MATCHED	AWARDED	ACTION NEEDED
74	ADAMS	MICHELLE	M	8/28/2004	No	Yes		No GPA	Not rea	Sort A to Z
75	CARPENTER	JONATHAN	S	8/28/2004	No	Yes		No GPA	Not rea	Sort Z to A
83	DAVIDSON	MARCO		4/13/2004	No	Yes		No GPA	Not rea	Sort by Color
104	HERNANDEZ GARCIA	JASMINE	M	10/4/2004	No	Yes		No GPA	Not rea	Sheet View
132	LONG	PETER	H	1/29/2005	No	Yes		No GPA	Not rea	Clear Filter From "ACTION NEEDED"
246	NGUYEN	ANDREW	C	3/31/2005	No	Yes		No GPA	Not rea	Filter by Color
255	TURNER	AMBER	M	9/27/2005	No	Yes		No GPA	Not rea	Text Filters
257	WALKER	ZAHRIA	T	2/16/2006	No	Yes		No GPA	Not rea	Search

NON-SSN GPA Status Report

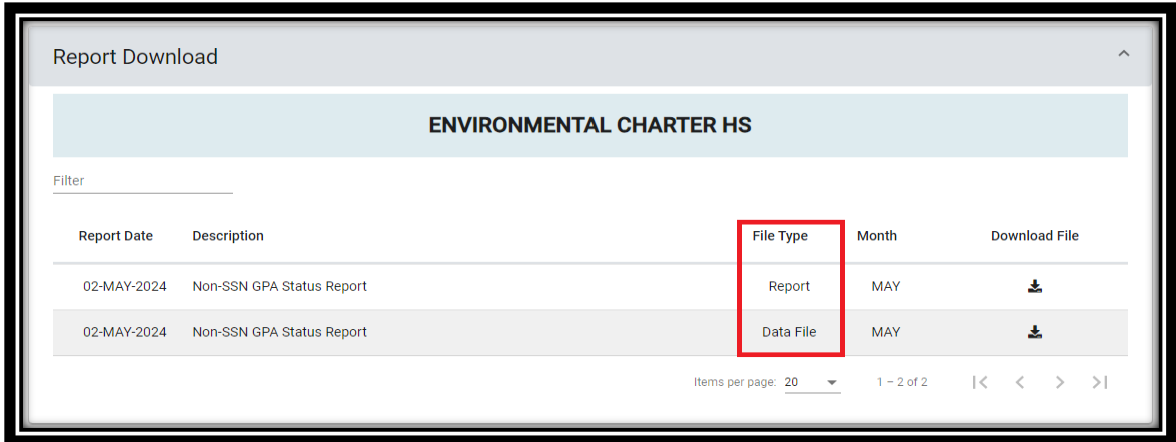
The Non-SSN GPA Status Report is the most comprehensive report required to identify records for GPAs to be matched to their corresponding financial aid applications.

How to Access the Non-SSN GPA Status Report

- Log in to WebGrants
- Click “Data Transfer” under the Cal Grant section on the homepage
- Click “Report Download” on the pop-up menu
- Click the dropdown menu for “Report” and select “Non-SSN GPA Status Report”



- Media Type:
 - Report: text file pops up in new window
 - Data File: removes headers to import data to Excel and easily filter results
- Select Download File



Schools can use the **“Non-SSN GPA Status Report”** to see which GPA records need to be matched. Look at the “Matched” column and use the key below to determine the next steps. Once you have identified Unmatched GPAs, you can then manually match the GPAs. **Note:** The more fields that appear in the matched field column, the greater the likelihood it is the same student and will result in a successful match. For example, a record that shows LNAME, FNAME, and INIT could be a different student that has the same name, so the student wouldn’t be matched automatically. Your report will not be color-coded like the example below.

LAST NAME	FIRST NAME	DOB	GPA	GRAD DATE	SCHOOL'S STUDENT ID	STATE ID (SSID)	MATCH	MATCHED FIELDS
***** HIGH SCHOOL GRAD YEAR: 2024 *****								
ABLE	JENNIFER	10/28/2005	2.32	06/2023	1234567890	9876543210	YES	
AHMADI	NADIA	09/01/2005	3.56	06/2023	2345678901	8765432102	NO	LNAME, FNAME, INIT CITY, ZIP
ADAMS	SHANE	06/19/2004	1.85	06/2023	3456789012	7654321012	NO	LNAME, FNAME, INIT
BLANCO-GARCIA	JONATHAN	01/15/2004	4.00	06/2023	5678901234	5432101234	YES	
BRADLEY	ANATASIA	09/27/2005	3.44	06/2023	6789012345	4321012345	NO APP	
CHEN	WENLI	07/08/2005	3.17	06/2023	7890123456	3210123456	NO APP	
***** HIGH SCHOOL GRAD YEAR: 2023 *****								
JOHNSON	ANTHONY	04/07/2003	3.95	06/2023	9876543210	0001234567	YES	
TORRES-RUIZ	NAYELI	09/01/2004	1.28	06/2023	8765432102	8765432102	NO	LNAME, FNAME, INIT CITY, ZIP

'MATCH' column:

YES = GPA matched to FAFSA/CADAA. No further action needed

NO = Unmatched

- Attempt to match GPA to FAFSA/CADAA;
- Obtain FAFSA Submission Summary (FSS) (formerly called Student Aid Report) or Cal-ISIR (CADAA)

NO APP = No application found

- Remind students to submit a FAFSA or CADAA, even if after the Cal Grant deadline

Federal and campus aid may still be available

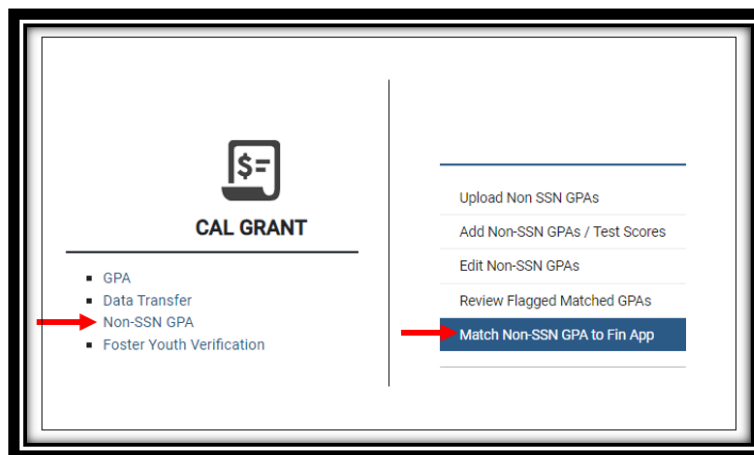
MANUALLY MATCH GPA

Step 1: Identify Unmatched GPAs using the *Non-SSN GPA Status* report which reveals students who have not been matched. For example, in the image below, Shannon Aguilera-Gonzalez shows “FNAME, DOB, CITY” in the matched fields column. This means we have found a financial aid application in our system that matches those three demographic fields from the GPA record and may indicate that a manual match will be required.

nssr-2024-05147200-13may24.txt		CALIFORNIA STUDENT AID COMMISSION					PAGE: 1	
BATCH DATE: 05/10/2024		NON-SSN GPA STATUS REPORT (05147200 - ENVIRONMENTAL CHARTER HS)					RUN DATE: 05/13/2024	
		ACADEMIC YEAR 2024					RUN TIME: 01:19:28	
LAST NAME	FIRST NAME	DOB	GPA	GRAD DATE	SCHOOL'S STUDENT ID	STATE ID (SSID)	MATCH	MATCHED FIELDS
***** HIGH SCHOOL GRAD YEAR: 2024 *****								
ABBOTT	JENNIFER	L 05/10/2003	3.71	06/2023	ABC123	0123456789	NO APP	
ADAMSON	GREG	B 03/25/2002	2.96	06/2023	456XYZ	1234567890	YES	
AGUILERA-GONZALEZ	SHANNON	10/26/2003	2.00	06/2023		9279144821	NO	FNAME, DOB, CITY

Step 2: Match GPA in WebGrants

- Log in to WebGrants
- Click “[Non-SSN GPA](#)” under the Cal Grant section on the homepage
- Click [Match Non-SSN GPA to Fin App](#) on the pop-up menu (Schools also have the option to use the Match Fin App to Non-SSN GPA)



Pro tips for a successful query:

- Leave LAST NAME blank to expand query (use last name if search results indicate there were too many records that matched the search criteria)
- Enter the first 3 letters of the student’s FIRST NAME as submitted on the GPA record

- Enter the student's DOB as submitted on the GPA record
- Enter your 6-digit school board ID and add two trailing zeroes at the end
- Press "Search"

HOME ADMIN NAVIGATION MENU USER INFO LOGOUT

Academic Year 2024 - 2025 Last Name SHA

DOB 10/26/2003 Student City School City Search

Home > Cal Grant > Non-SSN GPA > Match NON-SSN GPA to Fin App

When the student list populates:

- Locate your student from the list and click to open the student record. To select the record to match, the record will turn **blue** when you place your cursor over it. Records highlighted in **green** already had a GPA matched to their application and were processed for Cal Grant consideration. Therefore no further GPA can be matched using this screen. You may [contact us](#) if you believe an incorrect GPA has been matched to your student and would like assistance correcting the issue.

Search Result

Total Record(s): 15 NON-SSN to Financial Application

Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email
ABLE, SHANE	10/26/2003	1234 MERLOT COURT POMONA 91766	05147200	(916) 555-1212		ABLESHANE@UNL.EDU	
ABBOTT, SHARON	10/26/2003	319 5 TH AVE S. NICE 98228	05147200	(509) 555-1212		SABBOTT98@GMAIL.COM	MOMABBOTT@YAHOO.COM
ADLER, SHANTELL	10/26/2003	1809 CABALLO ST #23B DAVIS 95837	05147200	(824) 123-4567		SHAN_AD@CA.GOV	NILLA832@HOTMAIL.NET
AGUILERA-GONZALEZ SHANNON	10/26/2003	1234 5 TH AVE, MINOL 98228	05147200	(509) 555-1212		GONZAG_SHAN@COLLEGE.EDU	
ASHER, SHAQUILLE	10/26/2003		05147200	(916) 123-4567		ASH29_SHAQ@TMO.COM	J53232@K12.EDU

After opening your student record by double clicking on their name:

- The GPA record that was uploaded by your school/district will appear in the **green** column on the left
- Any student applications matching your search criteria appear in white columns
- **Click 'Match'** on your student's record to manually match the GPA. Before submitting changes, *confirm that the application you are matching to belongs to your student*, and not another student with similar data; i.e. twins/triplets.

	Non-SSN GPA Data	Record #1	Record #2	Record #3
	SSN or Dream App ID	Financial Application Data	Financial Application Data	Financial Application Data
SSN or Dream App ID	xxxx-xx-0000	xxxx-xx-0000	xxxx-xx-0000	xxxx-xx-0000
Last Name	AGUILERA-GONZALEZ	AGUILERA	TANAKA	DRAYTON
First Name	SHANNON	SHANNON	SHARLENA	SHANE
Middle Init			B	
DOB	10/26/2003	10/26/2003	10/26/2003	10/26/2003
Address	1234 5 TH AVE	1234 5 TH AVE APT. 39	2609 LEON WAY	136 MCGREGOR DR
City	PINOL	PINOL		
Zip	98228	95123		
School Code	0512300			
Student Phone	(509) 555-1212	(509) 555-1212		
Parent Phone				
Student Email	gonzag_shan@college.edu	gonzag_shan@college.edu		
Parent Email				
GPA	2.44			
State Student ID	4901829063			
Match		<input checked="" type="radio"/> Match	<input type="radio"/> Match	<input type="radio"/> Match

After clicking **“Submit Change”**, your student’s record will change to **green**, indicating a successful match. Use the *Non-SSN GPA > Match NON-SSN GPA to Fin App* screen in WebGrants to see the change. Now this application is ready to be processed for a High School Entitlement Cal Grant during our next weekly run!

Database Update Results

- Matched: 1
- Match Errors: 0

Total Record(s): 2

NON-SSN to Financial Application

Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email
AGUILERA, SHANNON	10/26/2003	1234 5 TH AVE APT. 39	05147200	(509) 555-1212		GONZAG_SHAN@COLLEGE.EDU	
JENKINS, SHARLENA	10/26/1998	37552 EVERGREEN LANE	05147200	(916) 123-4567		SHAR2021JEN@MSN.COM	MS.JANET@K12.EDU

Review Flagged Matched GPAs “Gold Hold Status”

The *Review Flagged Matched GPAs* screen in WebGrants displays your students who have had their GPA matching attempt flagged for review. Flagged GPAs occur when the information from the Non-SSN GPA record doesn’t fully match the information listed on the matched financial aid application. GPA matches flagged for review will prevent a Cal Grant award from processing until verified.

Flagged GPA records are most often found when attempting to match a student’s GPA to their financial aid application on the *Match Non-SSN GPA to Fin App* screen. These flagged records are highlighted in gold. As described above, institutions can verify their school’s records and clear the hold in real-time on the *Review Flagged Matched GPAs* screen in WebGrants.

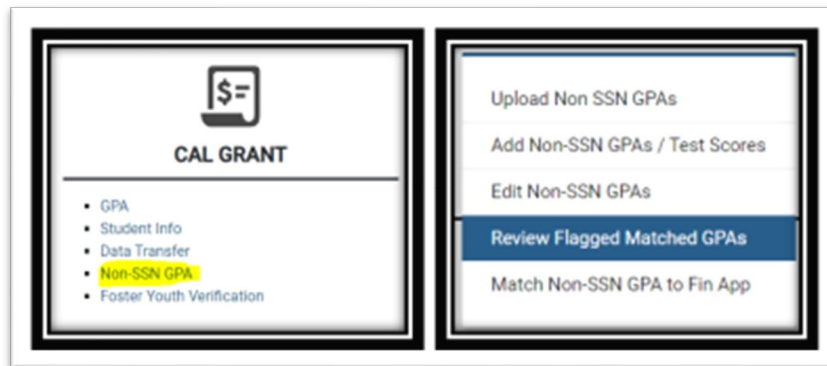
The screenshot shows a search result page with a table containing one record. The table has columns for Name, DOB, Address, School, Stdt Phone, Par Phone, Stdt Email, and Par Email. The record for 'DOE, JOHN' is highlighted in yellow.

Name	DOB	Address	School	Stdt Phone	Par Phone	Stdt Email	Par Email
DOE, JOHN	01/25/2004	24 ADDRESS RD SAN FRANCISCO 94107	99999900				

Items per page: 20 | 1 - 1 of 1 | Navigation icons

How to Access the Review Flagged Matched GPAs

- Log in to WebGrants
- Click “Non-SSN GPA” under the Cal Grant section on the homepage
- Click “Review Flagged Matched GPAs” on the pop-up menu



- Search using only the school code or with the first three letters of the first and/or last name of a specific student. Searching with only the school code allows users to find all pending students for their institution.

The screenshot shows search filters for 'Review Flagged Matched GPAs'. It includes fields for Academic Year (2023 - 2024), Last Name, First Name, School City (05147200), Match Type, and Records Per Page (6). A 'Search' button is present.

Home > Cal Grant > Non-SSN GPA > Review Flagged Matched GPAs

- For each student, there are different rows of information. The top row information comes from the Non-SSN GPA record submitted by the school. The information in the row(s) below comes from the financial aid application(s) submitted by the student that the GPA can be matched to.
- Determine if the information matches with your student and match or un-match the

record accordingly. Select the checkbox for **Verify** if you confirm the application is the same student as the GPA record or **Un-Match** if it is not. Then save changes at the bottom of the page. The screen only allows users to save 6 records at a time. If you have more than 6 records, you will need to select 6 records, save them, and then review the others.

- If a record is unmatched, it will enable the GPA record and financial aid application to be matched with other available records. If the record was trying to match to a different student at your institution, you can now try to match the GPA record with the correct student on the *Match Non-SSN GPA to Fin App* screen in WebGrants.

Verify	Un-Match	Dream Act D/SSN	Name	DOB	Address	School ID	Std Phone/Par Phone	Std Email/Par Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>	****5555	DOE, JOHN	01/25/2004	123 ADDRESS SAN FRANCISCO 94107	99999900		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		DOE, JOHN	01/25/2004	1223 ADDRESS SAN FRANCISCO 94107	99999900	(999) 999-0123	

Error Messages

“NO ISIR DATA FOUND FOR SELECTION CRITERIA”

“NO NON_SSN DATA FOUND FOR SELECTION CRITERIA,”

If error messages appear when attempting to match GPAs, vary/refine your search criteria, or [edit](#) the GPA, if applicable. In some instances, students may need to correct their FAFSA or Dream Act Application for matching to occur. If no financial aid application has been completed, have the student complete a financial aid application and retry your search approximately 7-10 days after the financial aid application is submitted.

EDITING A GPA RECORD

Note: Edit screen is only available for part of the year, usually October 1 – April 30. If trying to EDIT a GPA outside of this date range, please contact the School Support Unit.

STEP 1: Confirm what demographic information was used on the financial aid application.

There are a few ways to obtain this information:

- Contact the student and ask them to confirm their name, DOB, and mailing address, *exactly*, as provided on their financial aid application

- Have the student provide a copy of their “*Submission Summary Report*”. This report is generated about 3-5 days after completing a financial aid application. The student will need to log onto their FAFSA/CADAA portal to obtain a copy of their SAR. The SAR provides basic information about the student’s eligibility for financial aid, and lists the demographic information used when the student filed their application (i.e. name, DOB, mailing address)

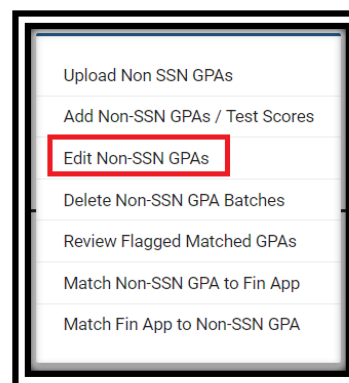
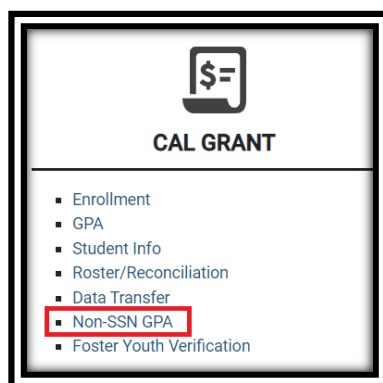
STEP 2: EDIT the GPA Record

New Functionality for Schools:

- On the Edit Non-SSN GPA screen in WebGrants, institutions can now edit the GPA and High School Graduation Date fields for students whose GPAs have been matched to an application but not yet processed. This allows schools to submit certain GPA corrections in real-time instead of having to email the corrections to schoolsupport@csac.ca.gov for processing.
- Additionally, institutions can now match a Non-SSN GPA to a student’s application that already has another GPA matched to it. This will allow an application to have multiple GPAs matched, which can help in scenarios where multiple schools have uploaded GPAs for a single student. CSAC will use the highest GPA on file at the time of award processing to determine program eligibility.

Follow These Steps To Access The Edit Non-SSN GPAs Screen:

- Log in to WebGrants
- Click “[Non-SSN GPA](#)” under the Cal Grant section on the homepage
- Click “[Edit Non-SSN GPAs](#)” on the pop-up menu



- When the student list loads, you will see records in white, which can be edited, or green, which cannot be edited, as they have already been processed for an award. We have hidden some student information in the screenshot below for security purposes.

Total Record(s): 1238									
<input type="button" value="Delete Selected Record(s)"/> <input type="button" value="Clear Selection"/>									
Delete	Batch ID	Seq #	GPA	Name	DOB	Address	School	Std Phone	
<input type="checkbox"/>	136423	91	1.9	A [REDACTED] SERENA [REDACTED]	[REDACTED]/2004	[REDACTED]	[REDACTED]	500	
<input type="checkbox"/>	136487	393	3.16	A [REDACTED], AMEERAH	[REDACTED]/2005	[REDACTED]	[REDACTED]	500	
<input type="checkbox"/>	136423	97	1.95	A [REDACTED], FERNANDO	[REDACTED]/2004	[REDACTED]	[REDACTED]	500	

- To edit the entries shown in white above, click anywhere on the row. This will load the Edit Record screen, as seen in the image on the right. This is where you can make any necessary corrections. For records where the GPA has been matched to an application, only the 'GPA' and 'Graduation Date' fields can be modified, as shown here.

Student Information

Last Name* [REDACTED] Student's Email [REDACTED]

First Name* SERENA Address* [REDACTED]

Middle Initial [REDACTED] Address 2 [REDACTED]

Date of Birth* [REDACTED]/2004 Student's Phone [REDACTED]

Gender* F

Graduation Date* 06/2022

Parent Information

Father's Last Name [REDACTED] Parent's Email [REDACTED]

Mother's Last Name [REDACTED] Parent's Phone [REDACTED]

Other Information

State Student ID* [REDACTED] School Code* [REDACTED] 500
(School Submitting GPA)

CSAC ID [REDACTED] GPA* 190
(001-400)

School Student ID [REDACTED]

Confirmation
✕

Are you sure you want to save changes?

- Once the updates have been made, you may submit your changes. A confirmation message will appear asking you if you would like to save your changes. Clicking OK will save the changes, and a green success message will be displayed. Your changes have now been saved.

- Proceed to manually match the GPA (See [“Manually Matching a GPA Record”](#) section of this guide for instructions)



- Please note that the process for updating a student’s record that has not been matched to an application remains unchanged. In that scenario, all fields can still be modified.

A screenshot of a 'Student Information' form. The form is divided into three sections: 'Student Information', 'Parent Information', and 'Other Information'.
Student Information:
- Last Name*: A [redacted]
- First Name*: ELHAM
- Middle Initial: [empty]
- Date of Birth*: [redacted]
- Gender*: M
- Graduation Date*: 06/2022
- Student's Email: [empty]
- Address*: [redacted]
- Address 2: [empty]
- Student's Phone: [empty]
Parent Information:
- Father's Last Name: [empty]
- Mother's Last Name: [empty]
- Parent's Email: [empty]
- Parent's Phone: [empty]
Other Information:
- State Student ID*: [redacted]
- CSAC ID: [empty]
- School Student ID: [empty]
- School Code* (School Submitting GPA): [redacted] 500
- GPA* (001-400): 400

COMMON FAQs

What is the source of the enrollment data?

As communicated in [GSA 2023-27](#), the Financial Aid Application Status Report uses information from the California Department of Education's (CDE) CALPADS system and will no longer generate for schools that we have not received CDE enrollment data for.

How often does CDE send data to CSAC?

We receive updated information from CDE on a weekly basis. Once received, the updates should be reflected in WebGrants within 24-48 hours.

How can I verify that our school's GPAs have been submitted?

You can use the Financial Aid Application Status Report if CSAC has received your school's enrollment data from CDE. In addition to this report, you may also use the GPA Summary Report, the Non-SSN GPA Status Report, and the Student Summary Report.

Why do I see duplicate entries for my student(s)?

You may see duplicate rows for the same student if another school uploaded a GPA for that student. In this scenario, the GPA field uploaded by the other school will have three asterisks instead of a GPA value (**). If you are seeing a lot of students with multiple rows on the report that display GPA values, it is possible we received a duplicate GPA file upload from your school. In that scenario, please contact School Support at 1-888-294-0153 for assistance in deleting the duplicate GPA file upload.

Why can't I see our Financial Aid Application Status Report for a prior year?

The Financial Aid Application Status Report is designed to assist with the FAFSA and CADAA submission confirmation requirements for the active financial aid application year.

Why should a school "match" their students' GPA records to financial aid applications?

For a student to be considered for a Cal Grant award, CSAC requires a student's GPA to be "matched" to a financial aid application. Submitting a student's GPA is only part of the process. Students also need to ensure they complete their financial aid applications; and schools must ensure their students' GPA records are matched to their student's financial aid applications. Schools can check to see if their students' GPAs have matched to a financial aid application by reviewing the "Non-SSN GPA Status Report."

Another reason that schools should match their students' GPAs to financial aid applications is because matched GPAs are counted in the Race to Submit Campaign. Schools and districts have a vested interest in increasing this number and monitor this data closely.

What data elements does CSAC use to match GPA records to financial aid applications?

High Schools use the Non-SSN method to upload GPAs, which does not require the use of a Social Security number (many high schools don't even collect SSN data). Therefore, CSAC

uses various demographic data elements that are provided on the GPA upload, namely the student's name, DOB and mailing address to match a GPA record to a financial aid application. Schools should ensure the demographic information for their students is up to date prior to uploading GPAs. Schools are encouraged to create a process to collect updated demographic information for their students. CSAC has a [GPA Demographic Confirmation](#) template that schools can use in this process.

When will a GPA record automatically be matched to a financial aid application?

WebGrants automatically matches a GPA record to a financial aid application when the demographic information on both the GPA record and financial aid application match exactly.

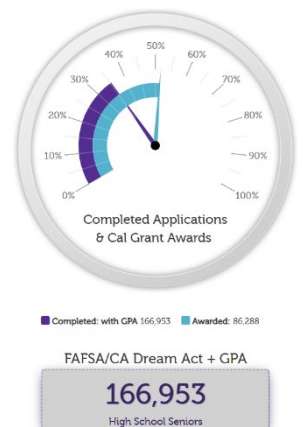
Why would a GPA record not match to a financial aid application?

GPA records remain unmatched when the demographic information (i.e. name, DOB or mailing address) on the GPA record (as provided by the school) does not match the demographic information provided on the financial aid application by students.

Will “matching” more GPA records improve the numbers displayed on the Race To Submit Dashboard?

Yes. If your public high school or charter participates in the ["Race To Submit"](#) campaign, it is important to note that the winners of the Race To Submit campaign are chosen based on the % of matched GPA records.

GPA matching increases the numbers under the gauge titled, “Completed Applications & Cal Grant Awards.” This portion of the dashboard tallies the number of applications with matched GPAs. The result? Students with matched GPAs are then processed for Cal Grant consideration.



When can schools EDIT and MATCH their student’s unmatched GPA records?

Beginning in *October*, schools can begin to *EDIT* and *MATCH* any unmatched GPA records as identified on the “*Non-SSN GPA Status*” report. The functionality to *EDIT* a GPA record will remain available to schools until April 30. GPA *MATCHING* will remain available until October of the following year.

What do either of these messages mean when trying to match a student’s GPA record?

“NO NON_SSN DATA FOUND FOR SELECTION CRITERIA”
“NO ISIR DATA FOUND FOR SELECTION CRITERIA”

This message is displayed when the search criteria being used to match a GPA does not

match the information on any financial aid applications we have on file. Follow the instructions under [error message](#) for possible solutions. In most cases however, this message likely means your student has not completed a financial aid application. Follow up with your student or assist them in completing their financial aid application. Review the Non-SSN GPA Status report about 7-10 days after submission of the financial aid application to determine if you will need to manually match the GPA.