

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 15, 2016

To: High School Principals, Counselors, and Registrars

Department: Office of Secondary Schools

Subject: **GPA Upload for Cal Grant**

Persons Concerned: High School Administrators, Head Counselors, School Counselors, Registrars, PowerSchool Power Users

Reference: Administrative Procedure 4770: Graduation from Senior High

Action Requested: Ensure data needed for the Cal Grant GPA upload are updated in PowerSchool by the stipulated deadlines.

Background:

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 GPAs using the WebGrants system. This applies only to students whose parent/guardian has consented to the release of this information. The GPA submissions begin OCTOBER 1, 2016 and are due by MARCH 2, 2017.

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** California Dream Act Application by the March 2nd deadline.
2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2017 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 2017** or before (e.g., active Class of 2016). The only students who will be included are those for whom question 33 on the PreK-12 Enrollment Form is **explicitly answered YES** (authorizing release of record). Families can opt out by not answering **YES** to question 33.

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

CAL GRANT EXTRACT 1:

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of August 29, 2016	<p>1. Update PowerSchool Demographics Page</p> <ul style="list-style-type: none"> • Verify that student’s address and contact information are up-to-date by September 19, 2016. <p>CSAC utilizes multiple elements for the GPA matching process:</p> <ul style="list-style-type: none"> • 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) <p>2. Update Question 33 from the PreK-12 Enrollment Form</p> <ul style="list-style-type: none"> • The only students who will be included are those for whom question 33 on the PreK-12 Enrollment Form is explicitly answered YES (authorizing release of record). 	Appropriate site staff member
Starting week of August 29, 2016	<p>3. Identify students who have not answered YES to Question 33 (have a Blank or answered NO) for the release of their data to CSAC.</p> <p>Run enrollment form Question 33 Data report:</p> <ul style="list-style-type: none"> • Select Class of 2017 or other groups • Select System Reports > sqlReports 4 > Enrollment Form – Question 33 <p>4. Contact 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.</p>	School Registrar or appropriate site staff member
September 14, 2016	5. ITSS will refresh Grade Level and Class of data.	Lorenzo Cuevas, ITSS
September 19, 2016	<p>6. Make sure that all academic history for Class of 2017 and before is current in PowerSchool.</p> <ul style="list-style-type: none"> • 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. 	Registrar or appropriate site staff member
September 20, 2016	<p>7. CAL GRANT EXTRACT 1:</p> <ul style="list-style-type: none"> • ITSS will refresh Grade Level and Class of data. • ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES. 	Refresh: Lorenzo Cuevas; Extract: Sharon Peterson
September 30, 2016	8. District CAL GRANT EXTRACT 1 data will be uploaded to CSAC.	Franny Del Carmen and Ron Rode

CAL GRANT EXTRACT 2:

Processing for Extract 2 will include students:

- Enrolled **after Monday, September 19, 2016**
- Whose answer on Question 33 of the PreK-12 Enrollment Form is now an explicit “YES” and formerly had a “NO” or was left blank.
- Who did not have any Academic History in PowerSchool during Cal Grant Extract 1

Deadline for all PowerSchool data entry is **December 5, 2016**

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of September 20, 2016	<p>1. Update PowerSchool Demographics Page</p> <ul style="list-style-type: none"> • Verify that student’s address and contact information are up-to-date by December 5, 2016. <p>CSAC utilizes multiple elements for the GPA matching process:</p> <ul style="list-style-type: none"> • 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) <p>2. Update Question 33 from the PreK-12 Enrollment Form</p> <ul style="list-style-type: none"> • The only students who will be included are those for whom Question 33 on the PreK-12 Enrollment Form is explicitly answered YES (authorizing release of record). 	Appropriate site staff member
Starting week of September 20, 2016	<p>3. Identify students who have not answered YES to Question 33 (have a Blank or answered NO) for the release of their data to CSAC.</p> <p>Run enrollment form Question 33 Data report:</p> <ul style="list-style-type: none"> • Select Class of 2017 or other groups • Select System Reports > sqlReports 4 > Enrollment Form – Question 33 <p>4. Contact 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.</p>	School Registrar or appropriate site staff member
September 20, 2016 – December 2, 2016	<p>5. Academic history for students in Class of 2017 and before must be current in PowerSchool and sites need to ensure that all Grade Level and Class of are correct.</p>	Registrar or appropriate site staff member
December 5, 2016	<p>6. Appropriate site staff will make sure that students’ address and contact information is up-to-date by December 5, 2016.</p>	Registrar or appropriate site staff member
December 5, 2016, 3:00 P.M.	<p>7. Assure that all updates to Enrollment Form – Question 33 are completed in PowerSchool. Student data must state “Yes” in order to be included in Cal Grant Extract 2.</p>	Registrar or appropriate site staff member
December 5, 2016, 3:00 P.M.	<p>8. CAL GRANT EXTRACT 2</p> <ul style="list-style-type: none"> • ITSS will extract data to generate EXTRACT 2 CAL GRANT FILES. 	Sharon Peterson
<i>After December 5, 2016</i>	<p><i>Students not included in either Extract 1 or 2 will need to be electronically uploaded by site staff to CSAC.</i></p>	<i>Registrar or appropriate site staff member</i>
December 15, 2016	<p>9. District CAL GRANT EXTRACT 2 data will be uploaded to CSAC.</p>	Franny Del Carmen and Ron Rode
March 2, 2017	<p>10. Schools must ensure that certified Grade Point Averages (GPAs) are uploaded to CSAC by the March 2nd deadline.</p>	Registrar or appropriate site staff member

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

Questions regarding this circular should be addressed to Cheryl Hibbeln, Executive Director, or Francisca Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at (619) 725-7343.

APPROVED:

A handwritten signature in cursive script, appearing to read "Chibbel", written in black ink.

Cheryl Hibbeln
Executive Director, Office of Secondary Schools