

**ADMINISTRATIVE CIRCULAR NO. 216**  
**Office of School Innovation**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 14, 2018

**To:** High School Principals, Counselors, and Registrars

**Subject:** **2018-2019 GPA UPLOAD FOR CALGRANT & FAFSA SUBMISSIONS**

**Department and/or Persons Concerned:** High School Administrators, Head Counselors, School Counselors, Registrars, PowerSchool Power Users

**Due Date:** **Follow all Cal Grant timelines as specified within this circular**

**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 deadlines outlined.

**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 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, 2018.**

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 on October 4<sup>th</sup> and 5<sup>th</sup>, 2018.

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, 2019, deadline.
2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2019, 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 **12<sup>th</sup> graders** or who are **Class of 2019** or before (e.g., active Class of 2018, etc.). The only students who will be excluded are those for whom **question 31** on the **Preschool-Grade12 Enrollment Form 2018-2019** is explicitly identified as “opt-out”.

Any class of 2019 student who “opts-out” must be identified in PowerSchool, question 31, by **Monday, September 17, 2018**, to ensure 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 27, 2018	<ol style="list-style-type: none"> <li>1. <b>Update PowerSchool Demographics Page</b> <ul style="list-style-type: none"> <li>• Verify that student’s address and contact information are up-to-date <b>by September 17, 2018, 4:00 p.m.</b></li> </ul> <p>CSAC utilizes multiple elements for the GPA matching process:</p> <ul style="list-style-type: none"> <li>• Legal Name: Last, First, Middle Initial</li> <li>• Date of Birth</li> <li>• Student Address: Street, City, State, Zip</li> <li>• Student Gender</li> <li>• Home Phone</li> <li>• State Student Identification Number (SSID)</li> <li>• Class of</li> <li>• Guardian Names (Last Name)</li> </ul> </li> <li>2. <b>Update Question 31 from the Preschool-Grade12 Enrollment Form 2018-2019</b> <ul style="list-style-type: none"> <li>• All students will be included in the upload except those for whom question 31 on the <b>Preschool-Grade12 Enrollment Form 2018-2019</b> is explicitly identified as “opted out”</li> </ul> </li> </ol>	Appropriate site staff member

Starting week of August 27, 2018	<p><b>3. Identify students who have opted-out for the release of their CSAC data</b></p> <p>Run enrollment form Question 31 Data report:</p> <ul style="list-style-type: none"> <li>• Select <b>Class of 2019</b> or other groups</li> <li>• Select <b>System Reports &gt; sqlReports 4 &gt; Enrollment Form – Cal Grant Opt Out</b></li> </ul> <p><b>4. Contact student and their families</b> 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 10, 2018 By 4:00 p.m.	<p><b>5. Make sure that all academic history for Class of 2019 and before is current in PowerSchool.</b></p> <p>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.</p>	Registrar or appropriate site staff member
September 10, 2018 At 4:00 p.m.	<p><b>6. CAL GRANT EXTRACT 1:</b></p> <ul style="list-style-type: none"> <li>• ITSS will refresh <b>Grade Level</b> and <b>Class of</b> data update.</li> <li>• ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES.</li> </ul>	Refresh: Lorenzo Cuevas;  Extract: Sharon Peterson
September 26, 2018	<b>7. ITSS will provide Office of School Innovation file for Cal Grant upload</b>	Sharon Peterson
September 28, 2018	<b>8. District CAL GRANT EXTRACT 1 data will be uploaded to CSAC.</b>	Veronica Ortega, Franny Del Carmen

**CAL GRANT EXTRACT 2 TIMELINE:****Processing for Extract 2 will include all senior students:**

- Enrolled after **Monday, September 17, 2018**
- Exclude students who opted out on Question 31 of the **Preschool-Grade12 Enrollment Form 2018-2019**
- Who did not have any Academic History in PowerSchool during Cal Grant Extract
- Deadline for all PowerSchool data entry is **December 3, 2018**

<b>DEADLINE</b>	<b>REQUIRED ACTION</b>	<b>RESPONSIBLE</b>
Starting week of September 17, 2018	<p><b>1. Update PowerSchool Demographics Page</b></p> <ul style="list-style-type: none"> <li>• Verify that student's address and contact information are up-to-date <b>by December 3, 2018.</b></li> </ul> <p>CSAC utilizes multiple elements for the GPA matching process:</p> <ul style="list-style-type: none"> <li>• Legal Name: Last, First, Middle Initial</li> <li>• Date of Birth</li> <li>• Student Address: Street, City, State, Zip</li> <li>• Student Gender</li> <li>• Home Phone</li> <li>• State Student Identification Number (SSID)</li> <li>• Class of</li> <li>• Guardian Names (Last Name)</li> </ul> <p><b>2. Update Question 31 from the Preschool-Grade12 Enrollment Form 2018-2019</b></p> <ul style="list-style-type: none"> <li>• All newly enrolled senior students will be included in extract 2 except those for whom Question 31 on the <b>Preschool-Grade12</b></li> </ul>	Appropriate site staff member

	<b>Enrollment Form 2018-2019 is explicitly identified as opted out.</b>	
Starting week of September 17, 2018	<p><b>3. Identify students who have opted-out for the release of their CSAC data</b></p> <p>Run enrollment form Question 31 Data report:</p> <ul style="list-style-type: none"> <li>• Select <b>Class of 2019</b> or other groups</li> <li>• Select <b>System Reports &gt; sqlReports 4 &gt; Enrollment Form – Cal Grant Opt Out</b></li> </ul> <p><b>4. Contact student and their families</b> 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 18, 2018 – December 3, 2018	<b>5. Academic history for students in Class of 2019 and before</b> must be current in PowerSchool and sites need to ensure that all <b>Grade Level</b> and <b>Class of</b> are correct.	Registrar or appropriate site staff member
December 3, 2018	<b>6.</b> Appropriate site staff will make sure that students' address and contact information is up-to-date by <b>December 3, 2018</b> .	Registrar or appropriate site staff member
December 3, 2018, 5:00 P.M.	<b>7.</b> Assure that all updates to Enrollment Form – Question 31 are completed in PowerSchool.	Registrar or appropriate site staff member
December 4, 2018, 3:00 P.M.	<b>8. CAL GRANT EXTRACT 2</b> <ul style="list-style-type: none"> <li>• ITSS will extract data to generate EXTRACT 2 CAL GRANT FILES.</li> </ul>	Sharon Peterson
<i>After December 3, 2018, 3 pm</i>	<i>9. Students 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 14, 2018	<b>10.</b> District <b>CAL GRANT EXTRACT 2 data will be uploaded to CSAC.</b>	Franny Del Carmen and Veronica Ortega
March 2, 2019	<b>11.</b> Schools must ensure that certified Grade Point Averages (GPAs) are uploaded to CSAC by the <b>March 2<sup>nd</sup> deadline.</b>	Registrar or appropriate site staff member

Questions regarding this circular should be addressed to Veronica Ortega, Operations Specialist, Office of School Innovation, at (619) 725-7284 or Francisca Del Carmen-Aguilar, Program Manager, Counseling and Guidance at (619) 725-7330.

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of School Innovation and Integrated Youth Services