SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	**October 1, 2019**
To:	High School Principals, Counselors, and Registrars
Subject:	**2019-2020 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, 2019**.

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 10th and 11th, 2019.

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, 2020, deadline.

2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2020, 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 2020** or before (e.g., active Class of 2019, etc.). The only students who will be excluded are those for whom **question 30** on the **Preschool-Grade12 Enrollment Form 2019-2020 is explicitly identified as "opt-out".**

Any class of 2020 student who "opts-out" must be identified in PowerSchool, question 30, by **Monday, September 16, 2019,** 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 26, 2019	1. **Update PowerSchool Demographics Page** • Verify that student's address and contact information are up-to-date **by September 13, 2019, 4:00 p.m.** CSAC utilizes multiple elements for the GPA matching process: • 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) 2. **Update Question 30 from the Preschool-Grade12 Enrollment Form 2019-2020** • All students will be included in the upload except those for whom question 30 on the **Preschool-Grade12 Enrollment Form 2019-2020** is **explicitly identified as "opted out"**	Appropriate site staff member

Starting week of August 26, 2019	**3. Identify students who have opted-out for the release of their CSAC data** Run enrollment form Question 30 Data report: • Select **Class of 2020** or other groups • Select **System Reports** > **sqlReports** 4 > **Enrollment Form – Cal Grant Opt Out** **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.	School Registrar or appropriate site staff member
September 13, 2019 By 4:00 p.m.	**5. Make sure that all academic history for Class of 2020 and before is current in PowerSchool.** 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. • ITSS will refresh **Grade Level** and **Class of** data update.	Registrar or appropriate site staff member Refresh: Lorenzo Cuevas;
September 16, 2019 At 4:00 p.m.	**6. CAL GRANT EXTRACT 1:** • ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES.	Extract: Carmen Salgado & Bennice Edillor
September 30	**7. ITSS will provide Office of Instructional Innovation file for Cal Grant upload**	Carmen Salgado
September 30	**8.** District **CAL GRANT EXTRACT 1 data will be uploaded to CSAC**.	Veronica Ortega

CAL GRANT EXTRACT 2 TIMELINE:
Processing for Extract 2 will include all senior students:
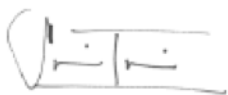- Enrolled after **Monday, September 16, 2019**
- Exclude students who opted out on Question 30 of the Preschool-Grade12 Enrollment Form 2019-2020
- Who did not have any Academic History in PowerSchool during Cal Grant Extract
- Deadline for all PowerSchool data entry is **December 2, 2019**

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of September 16, 2019	**1. Update PowerSchool Demographics Page** • Verify that student's address and contact information are up-to-date **by December 2, 2019**. CSAC utilizes multiple elements for the GPA matching process: • 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	Appropriate site staff member

	• Guardian Names (Last Name) 2. **Update Question 30 from the Preschool-Grade12 Enrollment Form 2019-2020** • All newly enrolled senior students will be included in extract 2 except those for whom Question 30 on the **Preschool-Grade12 Enrollment Form 2019-2020** is **explicitly identified as opted out.**	
Starting week of September 16, 2019	3. **Identify students who have opted-out for the release of their CSAC data** Run enrollment form Question 30 Data report: • Select **Class of 2020** or other groups • Select **System Reports** > **sqlReports** 4 > **Enrollment Form – Cal Grant Opt Out** 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.	School Registrar or appropriate site staff member
September 16 - December 2, 2019	5. **Academic history for students in Class of 2020 and before** must be current in PowerSchool and sites need to ensure that all **Grade Level** and **Class of** are correct.	Registrar or appropriate site staff member
December 2, 2019	6. Appropriate site staff will make sure that students' address and contact information is up-to-date by **December 2, 2019**.	Registrar or appropriate site staff member
December 2, 2019, 5:00 P.M.	7. Assure that all updates to Enrollment Form – Question 30 are completed in PowerSchool.	Registrar or appropriate site staff member
December 4, 2019, 3:00 P.M.	8. **CAL GRANT EXTRACT 2** • ITSS will extract data to generate EXTRACT 2 CAL GRANT FILES.	Carmen Salgado & Bennice Eddilor
After December 4, 3 pm	*9. Students not included in either Extract 1 or 2 will need to be electronically uploaded manually by **site staff** to CSAC.*	*Registrar or appropriate site staff member*
December 16, 2019	10. District **CAL GRANT EXTRACT 2 data will be uploaded to CSAC**.	Veronica Ortega
February 28, 2020	11. **IT to provide Office of Instructional Leadership, Ortega, class of 2019 "year 2" file to upload the 2nd year GPA for prior graduates.**	Carmen Salgado Veronica Ortega
March 2, 2020	11. Schools must ensure that certified Grade Point Averages (GPAs) are uploaded to CSAC by the **March 2nd deadline.**	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.

APPROVED:

Sofia Freire, Chief
Office of Leadership & Learning