

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 15, 2017

To: High School Principals, Counselors, and Registrars

Department: Office of Secondary Schools

Subject: 2017-2018 GPA UPLOAD FOR CALGRANT

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.

Attachments: 1) Template Parent Letter
2) Cal Grant GPA Opt-Out Form

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, 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** the California Dream Act Application by the March 2, 2018 deadline.
2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2018 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 2018** or before (e.g., active Class of 2017, etc.). The only students who will be included are those for whom question 33a on the **Preschool-Grade12 Enrollment Form 2017-2018** is **explicitly answered YES** (authorizing release of record).

Opt-Out Option:

Families can opt out by:

- leaving question 33a in the **Preschool-Grade12 Enrollment Form 2017-2018** blank
- or by completing the attached **Cal Grant Opt-Out Form** (English and Spanish) and submitting it to the school office (counselor or high school registrar)

NOTE: The Cal Grant Opt-Out Form must be sent out to the class of 2018/current juniors by the end of their junior year. Attached is a parent letter template that sites can use to include with the Cal Grant Opt-Out Form.

Any class of 2018 completed and returned **Cal Grant Opt-Out Form** must be scanned and emailed to Veronica Ortega, Office of Secondary Schools, at vortegal@sandi.net **no later than Wednesday, September 26, 2017**, to ensure student's GPA is not uploaded with the first Cal Grant Extract 1.

After the 2017-2018 school year begins, any new seniors who enroll should be provided the option to "opt-out" by completing the **Cal Grant Opt-Out Form**. Any completed forms received between September 26 - December 7, 2017, must be scanned and emailed to Veronica no later than **Friday, December 8, 2017**, to ensure student's GPA is not uploaded with the Cal Grant Extract 2

A submitted Cal Grant Opt-Out Form will supersede the "blank" or "Yes" response to question 33a in the Preschool-Grade12 Enrollment Form 2017-2018.

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 28, 2017	<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 18, 2017. <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 33a from the Preschool-Grade12 Enrollment Form 2017-2018</p> <ul style="list-style-type: none"> • The only students who will be included are those for whom question 33a on the Preschool-Grade12 Enrollment Form 2017-2018 is explicitly answered YES (authorizing release of record). 	Appropriate site staff member

Starting week of August 28, 2017	<p>3. Identify students who have not answered YES to Question 33a (have a blank) for the release of their data to CSAC.</p> <p>Run enrollment form Question 33a Data report:</p> <ul style="list-style-type: none"> • Select Class of 2018 or other groups • Select System Reports > sqlReports 4 > Enrollment Form – Question 33a <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 or completing the Cal Grant Opt-Out Form.</p>	School Registrar or appropriate site staff member
September 13, 2017	5. ITSS will refresh Grade Level and Class of data.	Lorenzo Cuevas, ITSS
September 18, 2017 5:00 p.m.	<p>6. Make sure that all academic history for Class of 2018 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 19, 2017	<p>7. CAL GRANT EXTRACT 1:</p> <ul style="list-style-type: none"> • ITSS will refresh Grade Level and Class of data update. • ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES. 	Refresh: Lorenzo Cuevas; Extract: Sharon Peterson
September 26, 2017	8. Last day to scan/email any returned Cal Grant Opt-Out Forms to OSS, Veronica Ortega at vortegal1@sandi.net	Registrar or appropriate site staff member
September 27, 2017	9. ITSS will provide OSS file for Cal Grant upload	Sharon Peterson
September 29, 2017	10. District CAL GRANT EXTRACT 1 data will be uploaded to CSAC.	Veronica Ortega, Franny Del Carmen and Ron Rode

CAL GRANT EXTRACT 2 TIMELINE:

Processing for Extract 2 will include students:

- Enrolled after **Monday, September 18, 2017**
- Whose answer on Question 33a of the Preschool-Grade12 Enrollment Form 2017-2018 is now an explicit “YES” and formerly was left blank
- Who did not have any Academic History in PowerSchool during Cal Grant Extract
- Deadline for all PowerSchool data entry is **December 4, 2017**

DEADLINE	REQUIRED ACTION	RESPONSIBLE
Starting week of September 19, 2017	<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 4, 2017. <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 33a from the Preschool-Grade12 Enrollment Form</p>	Appropriate site staff member

	<p>2017-2018</p> <ul style="list-style-type: none"> The only students who will be included are those for whom Question 33a on the Preschool-Grade12 Enrollment Form 2017-2018 is explicitly answered YES (authorizing release of record). 	
Starting week of September 19, 2017	<p>3. Identify students who have not answered YES to Question 33a (have a blank) for the release of their data to CSAC.</p> <p>Run enrollment form Question 33a Data report:</p> <ul style="list-style-type: none"> Select Class of 2018 or other groups Select System Reports > sqlReports 4 > Enrollment Form – Question 33a <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 or completing the Cal Grant Opt-Out Form.</p>	School Registrar or appropriate site staff member
September 20, 2017 – December 1, 2017	<p>5. Academic history for students in Class of 2018 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 4, 2017	<p>6. Appropriate site staff will make sure that students’ address and contact information is up-to-date by December 4, 2017.</p>	Registrar or appropriate site staff member
December 4, 2017, 5:00 P.M.	<p>7. Assure that all updates to Enrollment Form – Question 33a 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 4, 2017, 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 4, 2017</i>	<p><i>Students not included in either Extract 1 or 2 will need to be electronically uploaded manually by site staff to CSAC.</i></p>	<i>Registrar or appropriate site staff member</i>
December 8, 2017	<p>9. Last day to scan/email any returned Cal Grant Opt-Out Forms (new students) to OSS, Veronica Ortega at vortega1@sandi.net</p>	Registrar or appropriate site staff member
December 13, 2017	<p>10. District CAL GRANT EXTRACT 2 data will be uploaded to CSAC.</p>	Franny Del Carmen and Veronica Ortega
March 2, 2017	<p>11. 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

Questions regarding this circular should be addressed to Veronica Ortega, Operations Specialist, Office of Secondary Schools, at (619) 725-7284 or Francisca Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at (619) 725-7255.

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Attachments (2)



May 2017

Re: Cal Grant Opt-Out Option

Dear Parent/Guardian,

Senior year is fast approaching for your student. As students are becoming college and career ready and are preparing themselves to apply to colleges and for financial aid beginning in the fall 2017 there are some items that need attention.

Education Code 69432.9 (c) (2) states that a GPA is to be submitted electronically to the California Student Aid Commission for all grade 12 pupils at public and charter high schools no later than October 1 of each academic year.

In order for San Diego Unified School District (SDUSD) to release your student's GPA to the California Student Aid Commission (CSAC) for Cal Grant award consideration, the Parent/Guardian will need to authorize it in writing. Currently our Preschool-Grade12 Enrollment 2017-2018 form asks for the parent/guardian to explicitly state YES to Question 33a in order for the District/School to upload the student's GPA to CSAC. It is also important that your student's demographic information be kept up to date at your student's school in order to submit the most accurate information.

For students to be considered for a Cal Grant award, students must submit their Free Application for Federal Student Aid (FAFSA) or Dream Act application **and** have their GPA uploaded to CSAC by their district/school by March 2, 2018.

If you **do not** want your student's GPA to be included in the GPA submission/upload please fill out the attached Cal Grant GPA Opt-Out Form and submit to your student's high school counselor or registrar.

If you have any questions about this process, please contact your student's school counselor.

Sincerely,

Principal
School Name



Mayo de 2017

Ref: Opción de no participar en Cal Grant

Queridos padres/tutores,

El año Senior ya se acerca para su estudiante. Mientras los estudiantes se preparan para estar listos para la universidad y carreras y se están preparando para hacer sus solicitudes para la universidad y para ayuda financiera a comienzos del otoño de 2017, hay algunos asuntos que necesitan su atención.

El Código de Educación 69432.9 (c) (2) dice que el GPA debe presentarse electrónicamente a la Comisión de Ayuda Estudiantil de California para todos los alumnos del grado 12 de las escuelas preparatorias públicas y autónomas a más tardar el 1º de octubre de cada año académico.

Para que el Distrito Escolar Unificado de San Diego (SDUSD) pueda liberar el GPA de su estudiante a la Comisión de Ayuda Estudiantil de California (CSAC) para que sea considerado para un Cal Grant, los padres/tutores deben autorizar por escrito. Actualmente nuestra forma de inscripción de preescolar al grado 12 de 2017-2018 pide a los padres/tutores que declaren explícitamente SÍ a la pregunta 33a para que el Distrito o la escuela puedan subir el archivo del GPA del estudiante a CSAC. También es importante que la información demográfica de su hijo/a esté actualizada en la escuela de su hijo/a para poder presentar la información más precisa.

Para que los estudiantes sean considerados para recibir un Cal Grant, los estudiantes deben presentar una Solicitud gratuita de Ayuda Federal Estudiantil (FAFSA) o solicitud de Dream Act **y** tener su GPA ya cargado en CSAC por parte del distrito/escuela a más tardar el 2 de marzo de 2018.

Si usted **no** desea que el GPA de su hijo/a sea incluido en la entrega/carga del GPA, por favor llene la Forma de No Participar en Cal Grant GPA anexa y entréguela al consejero de la preparatoria de su hijo/a o en la oficina de inscripciones.

Si tiene preguntas sobre este proceso, por favor contacte al consejero escolar de su hijo/a.

Atentamente,

Director/a
School Name

Cal Grant GPA Opt-Out Form

California public high schools are required to submit a Cal Grant high school Grade Point Average (GPA) for all graduating seniors, unless the student or parent has opted out of the submission process. California Education Code section 69432.9 requires the school district or charter school, no later than January 1 of a pupil's grade 11 academic year, to notify, in writing, each grade 11 pupil and his or her parent or guardian that the pupil will be deemed a Cal Grant applicant unless the pupil is opted out prior to the high school's submission of GPAs to the Commission. Students who do not opt out will have their GPA submitted to the California Student Aid Commission to be considered for a Cal Grant award. If you **do not** want your school to report a GPA, please complete this form and **return it to your high school counselor**.

GPAs will be submitted to the Commission starting

DO NOT SEND THIS FORM TO THE CALIFORNIA STUDENT AID COMMISSION.

STUDENT INFORMATION

1. Please print your last name

2. Please print your first name and middle initial

3. Please print your permanent mailing address

Number and Street

City

State

ZIP

4. Please print your Date of Birth (MM DD YYYY)

5. Please print your email address

By signing this form, I am electing **not** to have my school report my high school Cal Grant GPA information and SSN (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

Student Signature

Student Phone Number

Date

I am the parent or legal guardian of the above named minor, and I **do not** authorize the release of this minor's high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

Parent/Legal Guardian Signature

Parent Phone Number

Date

Print Parent Name

Parent email address

Instructions

1. Student Last Name: Enter student last name as it appears/will appear on the student's FAFSA or Dream Act Application.

2. Student First Name: Enter student first name as it appears/will appear on the student's FAFSA or Dream Act Application.

3. Student Gender: Fill in appropriate bubble for Male or Female.

4. Permanent Mailing Address: Enter the student's permanent mailing address, street address, city, state and zip code.

5. Student's Date of Birth: Enter student's date of birth. For example, June 25, 1999 should be entered as 06-25-1999.

6. Student's E-Mail: Enter the student's e-mail address as it appears/will appear on the FASFA or Dream Act Application.

----- STUDENT AND PARENT CERTIFICATION -----

Student's Phone #: Enter the student phone number as it appears/will appear on the FASFA or Dream Act Application.

Parent Phone #: Enter the parent phone number as it appears/will appear on the FASFA or Dream Act Application.

Print Parent Name: Please print parent's full name as it appears/will appear on the FAFSA or Dream Act Application.

Parent E-Mail: Enter the parent e-mail address as it appears/will appear on the FASFA or Dream Act Application.

----- FOR SCHOOL USE ONLY -----

Note: As requested by the student and/or parent, please do NOT submit this student's GPA to the California Student Aid Commission.

Instrucciones

1. Apellido del Estudiante: Escriba el apellido del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

2. Nombre del Estudiante: Escriba el nombre del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

3. Domicilio Permanente: Escriba el domicilio permanente del estudiante e incluya el número y la calle, la ciudad, el estado y código postal.

4. Fecha de Nacimiento del Estudiante: Escriba la fecha de nacimiento del estudiante en el orden que se indica. Por ejemplo, 25 de Junio de 1997 debe indicarse como 06/25/1997.

5. Correo Electrónico del Estudiante: Escriba la dirección de correo electrónico del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

-----CERTIFICACIÓN DEL ESTUDIANTE Y DEL PADRE O TUTOR -----

Telefónico del Estudiante: Escriba el número de teléfono del estudiante como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

Telefónico del Padre o Tutor: Escriba el número de teléfono del padre o tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

Nombre del Padre o Tutor: Por favor escriba el nombre completo del padre o tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

Parent's E-Mail: Escriba el correo electrónico del padre o tutor como aparece / aparecerá en la solicitud de ayuda financiera FAFSA o Dream Act de California.

----- PARA USO EXCLUSIVO DE LA ESCUELA -----

Nota: Como solicitado por el estudiante y/o padre o tutor, favor de NO enviar el promedio de calificaciones (GPA) de este estudiante a la Comisión de Ayuda Estudiantil de California.