

ADMINISTRATIVE CIRCULAR NO. 216
Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 30, 2021

To: High School Principals, Counselors, and Registrars

Subject: 2021-2022 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 Regulation 6146: 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, 2021.**

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 in October.

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, 2022, deadline.
2. Schools must ensure that certified Grade Point Averages (GPAs) were uploaded to the California Student Aid Commission (CSAC) by the March 2, 2022 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 2022** or before (e.g., active Class of 2020, 2021, etc.). The only students who will be excluded are those for whom **question 30** on the **Preschool-Grade12 Enrollment Form 2021-2022 is explicitly identified as "opt-out"**.

Any Class of 2022 student who "opts-out" must be identified in PowerSchool, question 30, by **Thursday, September 23, 2021**, to ensure the 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.

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| <p>September 24, 2021 By 4:00 p.m.</p> | <p>5. Make sure that all academic history for Class of 2022 and before is current in PowerSchool.</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> <p>6. ITSS will refresh Grade Level and Class of data update.</p> <p>CAL GRANT EXTRACT 1</p> <p>7. ITSS will extract data to generate EXTRACT 1 CAL GRANT FILES.</p> | <p>Registrar or appropriate site staff member</p> <p>Refresh: Lorenzo Cuevas</p> <p>Extract: Bennice Edillor</p> |
| <p>By October 1st</p> | <p>8. ITSS will provide Office of Leadership & Learning the file for Cal Grant upload</p> <p>9. District CAL GRANT EXTRACT 1 data will be uploaded to CSAC.</p> | <p>Veronica Ortega</p> |

CAL GRANT EXTRACT 2 TIMELINE:

Processing for Extract 2 will include all senior students:

- Enrolled after **Friday, September 24, 2021**
- Exclude students who opted out on Question 30 of the Preschool-Grade12 Enrollment Form 2021-2022
- Who did not have any Academic History in PowerSchool during Cal Grant Extract
- Deadline for all PowerSchool data entry is **December 10, 2021**

| DEADLINE | REQUIRED ACTION | RESPONSIBLE |
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| Starting week of September 27, 2021 | <p>1. Update PowerSchool Demographics Page</p> <p>a. Verify that student’s address and contact information are up-to- date by December 9, 2021.</p> <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 30 from the Preschool-Grade12 Enrollment Form 2021-2022</p> <p>a. All newly enrolled senior students will be included in extract 2 except those for whom Question 30 on the Preschool-Grade12 Enrollment Form 2021-2022 is explicitly identified as opted out.</p> | Appropriate site staff member |
| Starting week of October 4, 2021 | <p>3. Identify students who have opted-out for the release of their CSAC data</p> <p>Run enrollment form Question 30 Data report:</p> <ul style="list-style-type: none"> ● Select Class of 2022 or other groups ● Select System Reports > sqlReports 4 > Enrollment Form – Cal Grant Opt Out <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 27 - December 9, 2021 | <p>5. Academic history for students in Class of 2022 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 9, 2021 4:00 P.M. | <p>6. Assure that all updates to Enrollment Form – Question 30 are completed in PowerSchool.</p> | Registrar or appropriate site staff member |

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| By December 10, 2021 | 7. CAL GRANT EXTRACT 2 a. ITSS will extract data to generate EXTRACT 2 CAL GRANT FILES. | Bennice Edillor |
| <i>December 10 after 4:00 pm</i> | 8. Students not included in either Extract 1 or 2 will need to be electronically uploaded manually by <i>site staff</i> to CSAC. | <i>Registrar or appropriate site staff member</i> |
| December 17, 2021 | 9. District CAL GRANT EXTRACT 2 data will be uploaded to CSAC. 10. IT to provide Office of Leadership & Learning, class of 2021 “year 2” file to upload the 2nd year GPA for prior graduates. | Veronica Ortega |
| March 2, 2022 | 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 Leadership & Learning, at vortega1@sandi.net.

APPROVED:

Tavga Bustani, Chief
 Office of Leadership & Learning