

CalGrant

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3 Main Parts to Upload CalGrant GPAs.

- GPA Method
- Export Template and formatting in spreadsheet
- CalGrant Portal upload process

GPA Method

See <https://www.psugcal.org/index.php?title=GPA> and open the "California GPAs Documentation Example from Valley Christian" document.

GPA Matrix

	VCHS	CIF	CSU	CALGRANT
REG	V	S	X	S
HNR	VH	S	X	S
CAL	V	S	X	X
NON	X	S	X	X
UCA	V	S	S	S
UCH	VH	S	SH	S
Type	WEIGHTED	WEIGHTED	WEIGHTED	SIMPLE
Grade	9-12	9-12	10-12	10-11

Legend:

S	Straight scale A=4, B=3, C=2, D=1 regardless of + or -
V	Valley scale A+=4.33, A=4.0, A-=3.67, etc
H	Honors- add 1 GPA point for grades of C- and above
X	Does not count
Type	WEIGHTED - a .5 class counts more towards GPA than a .25 credit SIMPLE = all classes contribute equally towards GPA, regardless of credit

Credit Types

UCA	University of California approved (Category A-F)
UCH	University of California approved with Honors (Category A-F)
REG	The credit type for most classes.. Stands for "Regular"
HNR	The credit type for Non-UC Honors classes that earn extra GPA points.
CAL	The credit type for classes that do NOT count towards the CAL grant GPA but are otherwise a "Regular" class.
NON	A "Non Academic" class, only valid towards the CIF GPA if a letter grade of A-F is awarded.

CALGRANT

Cal Grant GPA... only grades 10 and 11, not counting PE, Driver's Ed and Health (CAL credit type), based on a straight 4,3,2,1 GPA scale and without honors points

```
round((gpa_sum(round(gpa_gpapoints(),0))/gpa_count()),2)
```

Calculation Type: Cumulative

Grade Levels: 10,11

Credit Types: REG,HNR,UCA,UCH

Only Include Grades: That count in GPA, with potential credit

NOTE: We use a "rounding" of the gpa points to 0 decimal places to get A+, A and A- all to equal 4 (4.333, 4.0 and 3.6667 all round round to 4.0). You could also achieve the same result by pointing the method to a special grade scale that maps each grade to the proper GPA points.

A+ = 4, A = 4, A- = 4

B+ = 3

etc

Export Template

See <https://www.psugcal.org/index.php?title=GPA#CalGrant> for an example export template in use by Valley Christian.

Edit Columns - CalGrant Export

Column	Title
1	Student
2	SSN
3	GPA
4	School Code
5	HS GPA?
6	Grad Date
7	Spring School Code
8	SSID

Process

- Go to Special Functions - Importing and Exporting
- Select "Template for Exporting" and then click on the "# of Columns" number for the "CalGrant Export" template.
- Click on "Grad Date" and modify the "If Blank, Export This" value to reflect this year's Graduation date in the format MMYYYY. (Month and year, no day) EX: 062013 (keep leading zero). Submit.
- Start Page - Select the Seniors
- From Group Functions at the bottom select "Export Using Template"
- Type of Export: Students
- Export template: "CalGrant Export"
- Select the option for the "Selected XXX students". Submit.
- ***NOTE: Recently we began using Google Spreadsheet as our working document with good results (instead of Excel). All the same would apply, about formatting first as text to preserve leading zeroes.***
- Open the results in Excel. Use Excel's "File Open" command and use the import wizard to set all column values as text to preserve leading zeros.
- Make sure the gpas all are 3 digits with NO decimal points (400 not 4, 370 not 37 and NOT 3.70) (making all columns "text" type is key for this)
- Share the file with the counselors. They will populate the SSN column for all seniors who choose to fill out the form. (*Note: This is Valley's process for SSN which we do NOT store in PowerSchool, your school's process for SSN may differ and it may be available in PowerSchool already. Either way, there is an opt-in process to follow*)
- Once the Excel file is returned, then you can proceed to the final upload format and the upload process to CSAC.

To prepare the final upload file: (always check the help on the website to make sure formats haven't changed)

- Make sure all columns are preserving leading zeroes for School Code, Graduation Date and Spring School Code.
- Make sure SSN do not have any dashes
- Make sure GPA is length 3 with no decimal
- Remove the Student Column
- Sort by SSN and remove any rows without SSN values. If students don't submit a SSN, they cannot be uploaded.
- NOTE: Valley does not have StateIDs for students, your district may have them, you could include it in your export template. If you don't have a stateid, add a State ID column, format the cells as text, and fill with 0000000000 (ten zeroes)
- Delete the header row.
- Save a copy as "Text (Tab-Delimited) (*.txt) format.

CalGrant GPA upload process

<https://webgrants.csac.ca.gov>

Passwords update each year, counselors are sent instructions.

Format is strict. The CSAC site has GPA templates. Of importance is formatting all cells as text to preserve leading zeroes and removing the header column. Save as tab-delimited text, but do all the entry in Excel format first.

Columns

Using Excel

Many schools do not have the resources to create a data file directly from their campus software and download data into an Excel format. When creating a new document using Excel, it is not necessary to leave blank columns. The key is to ensure that all the data elements are formatted as text within each cell.

▶ GPA – Excel format File Specification

A	B	C	D	E	F	G
SSN	GPA	School Code	Y or N	HS Grad Date	Spring School code	SSID

SSN - 9 characters, no dashes

GPA - 3 characters, no dots (i.e. 366 NOT 3.66)

School Code - (your school's six digit CEEB code - leading zero important if there is one)

HS GPA? - Y or N

Grad Date - Month and Year (no day) in 6 characters, no slashes (i.e June 2012 would be 062012)

Spring School Code - Same as School code, unless they are currently at another school, such as submitting a past gpa for a current college student.

State ID - (10 digits) Fill with 0000000000 if you don't have one. Leading zeroes important, make sure column is formatted as text first