

# Instructions for filling out the Late Cal Grant GPA Verification Appeal

Use this form if you could not submit an on-time March 2nd GPA verification. Complete all sections.

## SECTION A: TO BE FILLED OUT BY STUDENT Please print clearly using **blue or black ink** only.

1. Month/year of high school graduation: Enter the month and year you graduated, or plan to graduate from high school. Enter the month as two digits (for example: January should appear as "01"; November should appear as "11"). Enter the year in a four digit format (for example: 2018 should appear as "2018").
2. Your name: Print your last name, first name, and middle initial as they appear on your Social Security card.
3. Your date of birth: Enter your birth date. For example, June 25, 1999 would be entered as 06-25-1999.
4. Telephone number: Enter your area code and telephone number where you can be reached if questions arise.
5. Your permanent mailing address: Enter your permanent mailing address, city, state and five digit zip code.
6. Your e-mail address: Enter an e-mail address where you can be contacted for questions.
7. Submitting a test score instead of a GPA: Complete questions 1 through 10, sign the form, and send a photocopy of the testing organization's score report with the GPA form to CSAC. **TRANSCRIPTS ARE NOT ACCEPTED.**

The results from the ACT, GED, HiSet, SAT or TASC tests must be submitted in lieu of a GPA if:

- You participated in a home schooling program or attended an unaccredited high school.
- You attended a high school or college outside of the United States and are unable to have those grades converted to a 4.00 scale.
- Your school did not grade in a manner that can be readily converted to a 4.00 scale.

Students who have been out of high school for five years or more have the option to submit test scores or submit their GPA.

If submitting test scores, you must still provide a reason for not providing the scores by the March 2nd filing deadline. Grade reports, transcripts, and other proficiency certificates WILL NOT BE ACCEPTED.

9. Spring school code: Enter the school code of the school you attended spring 2018. If in high school for spring 2018, write in the College Board high school code number for the high school. This is the same code used for sending SAT score information to that high school. Spring 2018 college students will write in the federal code number of their spring 2018 college. Students not in school for the spring 2018 school term should leave this question blank.

Section B: REASON FOR LATE GPA FILING Explain in this section why you were not able to file your GPA by the March 2nd filing deadline. If you did file the GPA form on time, yet it was not received by the Student Aid Commission, have your GPA certified on this form and submit it with proof that the GPA was submitted on time. Use a second sheet of paper, if necessary, to explain the reasons beyond your control why your GPA could not be submitted by March 2nd.

**If you have supporting documentation, you must attach this also.**

10. Student signature: By signing this form, you certify that you have read these instructions and that the information you provided is correct. It is illegal to report false or misleading information on this form and doing so may result in any Cal Grant award being revoked.

Fill out Sections A and B and take the form to your school and request that they verify your GPA.

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## SECTION C: FOR SCHOOL USE ONLY SECTION

*IS THIS GPA BASED ON HIGH SCHOOL COURSEWORK?* Fill in this bubble **ONLY** if the GPA is based on high school coursework, otherwise leave the bubble empty.

GPA VERIFIER'S SCHOOL CODE:

High schools use their College Board school code;

Colleges use their USED OPE ID code.

VERIFIED STUDENT GPA:

Fill in ALL three GPA spaces. Cal Grant GPAs are calculated on a 4.00 scale. High Schools certifying GPAs MUST be accredited or have a UC-approved course list in order to verify GPAs. Students not attending accredited high schools should provide either ACT, GED, HiSet, SAT or TASC test results.

SIGNATURE OF SCHOOL OFFICER:

NO GPA FORM WILL BE ACCEPTED without the signature of a school official.

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After the school completes Section C, fold the form into thirds, insert into a #10 standard business envelope, apply the appropriate postage and mail to:

California Student Aid Commission  
Cal Grant Operations  
PO Box 419077  
Rancho Cordova, CA 95741-9077

