

Instructions for filling out the Late Cal Grant GPA Verification Form

Use this form if you could not submit an on-time 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: 2021 should appear as "2021").
2. Your CSAC ID is a unique identifier used by CSAC to verify your identity.
3. This is used to identify if you will be transferring from a CCC to a Bachelor Degree Granting Institution.
4. Your name: Print your last name, first name, and middle initial as it appears on a government issues identification document.
5. Your birth date: Enter your birth date. For example, June 25, 2001 would be entered as 06-25-2001.
6. Telephone number: Enter your area code and telephone number.
7. Your permanent mailing address: Enter your permanent mailing address, city, state and five-digit zip code.
8. Your e-mail address: Enter an e-mail address.
9. Submitting a test score instead of a GPA: Complete questions 1 through 8, sign the form, and send a photocopy of the testing organization's score report with the GPA. **TRANSCRIPTS ARE NOT ACCEPTED.**
 - o The results from the GED, SAT or ACT tests can 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 USA 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.
 - o Students who have been out of school for five years or more have the option to submit test scores or submit their GPA.
 - If submitting test scores, you must provide a reason for not providing the scores by the filing deadline. Grade reports, transcripts, and other proficiency certificates WILL NOT BE ACCEPTED.
10. Spring school code: Enter the school code of the school you attended spring 2021. If you are in high school for spring 2021 write in the College Board number for your high school. This is the same code used for sending SAT score information. If you attended college in Spring 2021, write in the federal school code number of their spring 2021. Students not in school for the spring 2021 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 filing deadline. If you did file the GPA form on time, yet it was not received by the CA 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 why your GPA could not be submitted on time. **Please attach any supporting documentation.**

11. 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.

SECTION C: FOR SCHOOL USE ONLY SECTION

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

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 the College Board code; Colleges use the 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 GED, SAT or ACT test results.

Signature of school officer

No GPA form will be accepted without the signature of a school official.

Email completed form to studentsupport@csac.ca.gov and paste **G-17 Late CG GPA verification form** in the subject line.

