Cal Grant is a financial aid program administered by the California Student Aid Commission providing aid to California undergraduates, vocational training students, and those in teacher certification programs.
Cal Grants are the largest source of California state funded student financial aid.

NOTE: You can run this report for the current and/or prior school year's Aeries Database.
The time of year you run it will determine which year you should use to acquire the most accurate information.

QUERY FOR SPECIFIC STUDENTS (EXAMPLE: 12TH GRADERS)

A KEEP query must be run prior to creating the Cal Grant GPA report. A red alert box with a link to Aeries Query will display under the Cal Grant Options and the Create Cal Grant Extract and Print Cal Grant GPA Listing buttons will remain greyed out until the KEEP query is run.

1. In the **Pages Menu**, click on **Query.**

2. To run the report for all 12th graders, enter the following query in the Enter Command text box at the top of the page.

   KEEP STU IF GR = 12

OR

3. If you wish to run the report for 12th graders and or inactive students, and or early graduates, enter the following query in the Enter Command text box at the top of the page.

   KEEP STU IF GR = 12 AND (TG = " " OR (TG # " " AND DG # NULL))

   After the KEEP query is run, a window will display the resulting students which have been kept for running of the Cal Grant report.

   Skim this list to make sure it appears accurate and note the total count of students.

4. **Close** the query **results window.**

5. In the **Pages Menu**, type **Cal Grant** in the Filter Pages…. Field.

6. Click on **Cal Grant CPA Export**.

CAL GRANT GRADE EXPORT REPORT OPTIONS

Prior to creating the Cal Grant GPA extract, review the High School GPA Calculation requirements posted by the California Student Aid Commission at: High School GPA Calculation (https://www.csac.ca.gov/post/high-school-gpa-calculation).

Below is an example of option settings for the report.

| 2018–2019 Training | TEST ARROYO VALLEY HIGH SCHOOL ⌄ | | | | | | | | Whitne |

Cal Grant GPA Export

The Cal Grant GPA uses all academic coursework for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year.

KEEP/SKIP Students Selected: 0

Please choose the terms that should be included.

Grades				Terms					
	1	2	3	4	5	6	7	8	0
9	☐	☐	☐	☐	☐	☐	☐	☐	☐
10	☑	☑	☑	☑	☑	☑	☑	☑	☑
11	☑	☑	☑	☑	☑	☑	☑	☑	☑
12	☐	☐	☐	☐	☐	☐	☐	☐	☐

NOTE: The CAL Grant GPA calculation is based on Credits Completed to take into account cases of diminished credits. Grade points are multiplied by Credit Completed, and then divided by the total Credits Completed to compute GPA. In the case of an F, the Credits Attempted are used for that grade rather than the Credits Completed.

☑ Extract (or print) students not already tagged as "extracted"
☑ Tag students as "extracted" during extraction
☐ Do not include Remedial Classes (CRS.CL = 35)
☐ Do not include CRS   ⌄ = ___

Repeat Tags to include in the GPA Calculation:

	Include	Exclude		Include	Exclude
(BLANK)	◉	○	4 or R	○	◉
2 or N	○	◉	5 or A	○	◉
3 or B	○	◉	6 or G	◉	○

College Board School Code
052948

Graduation Date
6/6/2019 📅

Cal Grant GPA Export – Last run – 08/15/2018 09:30:24 AM

NOTE: When running the Cal Grant Report from the district level, the Schools to be included in the Cal Grant report need to be selected before the Create Cal Grant Extract and Print Cal Grant GPA Listing buttons become available.

Note the KEEP/SKIP Students Selected count in the upper left corner. It should match the total count from your Aeries KEEP listing.

Read the options. The most common options are selected as default.

1. **Click** on the **Create Cal Grant Extract** button.

   This creates the data file you will upload to CSAC.
   This can take a few minutes.

2. Click on the **download icon** next to the report name to download the Extract file. If you do not see this download, you can get it from your email.

   A completion email along with a copy of the extract file will be sent to the user that generated the extract.

   Generating the Cal Grant GPA Extract will also update the Cal Grant GPA field in the Student Data table (STU.CGG).

   Once the extract has been created, a message will display under the Graduation Date indicating the date and time the extract was last run.
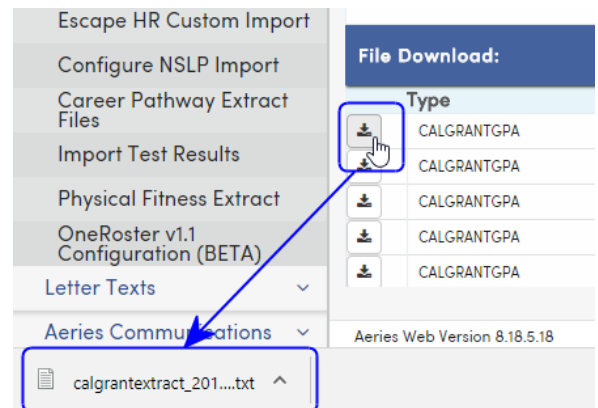
UPLOAD TO CSAC

Once you've generated the Cal Grant GPA Export you'll want to read upload the report to CSAC (OR type - https://webgrants.csac.ca.gov/Help/NON-SSN%20GPA%20Upload%20User%20Guide.pdf).

If you know how to upload, click login (OR Type - https://webgrants.csac.ca.gov/common/logon.aspx).

NOTE: CSAC may return your report with errors. You will need to fix the errors and re-upload the report.

VIEWER FRIENDLY REPORT

1. After generating the Cal Grant Export, click on the **Print Cal Grant Listing** button

   This will produce a "viewer friendly" report which will include a viewable GPA. You can download it and/or print it.