

CalGrant GPA Verification

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor](#) | [Generate the Report](#) | [Verification Layout](#) | [Non-SSN and Graduated Layout](#)

Tool Search: CalGrant GPA

The CalGrant GPA Verification Extract creates a file to upload CalGrant GPAs for 11th and 12th grade students into the CalGrant web app or to print a review document showing student names and their CalGrant GPA. Users can generate one of three reports:

- **CalGrant Verification** - lists what students are included in the upload file and their GPA. This should be generated first to review student GPA information.
- **CalGrant Non-SSN** - uploads the student's GPA information using their Student ID.
- **CalGrant Graduated** - uploads the graduated student's GPA information using their Student ID.

CalGrant GPA Verification Extract ☆

Reporting > CA State Reporting > CalGrant GPA Verification Extract

CA CalGrant GPA Upload

This tool will create a file to upload CalGrant GPAs for 12th grade students into the CalGrant web app or to print a review document showing student names and CalGrant GPA. The CalGrant GPA is calculated using transcripted course grades from 10th and 11th grade only using courses with a check in the CalGrant GPA field on the transcript Courses taken in the summer between 10th and 11th grade or the summer between 11th and 12th grade should have 10th or 11th grade, respectively indicated on the transcript course record. PE, ROTC, and remedial courses should not have a check in CalGrant. If Cal Grant OK only is selected, only 12th grade students with a check in CalGrant(Enrollments > Graduation) will report. CalGrant Graduated is a replica of the Non-SSN that allows you to report students who graduated already. It includes CalGrant checked courses from Grade 12 into the calculation. Choose the state-defined format for uploading into the CalGrant web app or choose PDF for the review document.

Report Options

Permission: All Student
Options: CalGrant Non-SSN
Report Options: CalGrant Non-SSN
Report Format: PDF
Report Grade: 12
Contact Information:
PO Box Address:
Protected Identity:
Ad Hoc Filter:

Select Calendar

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

23-24
23-24 Aldrich Elementary
23-24 Bryant Elementary
23-24 Coffax Middle
23-24 Drew Middle
23-24 Emerson High
23-24 Franklin High

Generate Report

CalGrant GPA Verification Report

See the following articles for more information on GPA Calculations:

- [California GPA Calculations](#)
- [GPA Calculations in Campus](#)

Report Logic

The CalGrant GPA is calculated as the sum of unweighted GPA values divided by the sum of GPA

weights from courses posted on the student's transcript that:

- Were taken in the student's 10th and 11th grade year when generating for seniors (includes 12th grade year when generating the CalGrant Graduated option);
- Were taken in the student's 10th grade year when generating for juniors.
- Have the CalGrant checkbox marked on the course.

Any failing grade the student may have received is included in the CalGrant GPA calculation, unless there is another transcript course with the same course number from the same school marked as a Repeat Course. When there is a repeat course, only the grade from the repeated course is used in the GPA calculation as long as it was taken in the 10th or 11th grade. When there are multiple courses with the same course number but none of them are marked as a repeat course, all courses will be used in the calculation.

Up to four bonus points for 10th grade and four points for 11th grade are included (when they exist) in the calculation.

Courses that have no GPA value are not included in the calculation.

Report Editor

Field	Description
Permission Options	<p>Selection determines which students are included in the report.</p> <ul style="list-style-type: none"> • When the All Student option is selected, all students in the 12th grade are included when they meet the reporting population/logic requirements. • When the CalGrant OK Only option is selected, returns only those students who have the CalGrant OK checkbox marked on their enrollment records.
Report Options	<p>Selection determines which report format generates.</p> <ul style="list-style-type: none"> • CalGrant Verification - When all students is selected, generates a PDF format for 12th grade students who have an enrollment in the reporting calendar. When CalGrant OK is selected, only those students who have the CalGrant OK checkbox marked on their enrollment records are reported. • CalGrant Non-SSN - Allows the report to generate without having a student's Social Security number in the file. • CalGrant Graduated - Generates the Calgrant Non-SSN report for students who have graduated, with the following requirements: <ul style="list-style-type: none"> ◦ Student has an Enrollment End Status of 100, 104, 106, 108, 120. ◦ Student has a Graduation Year-End Status on the Graduation tool. ◦ Student has a Diploma Date entered on the Graduation tool.

Field	Description
Report Format	<p>Selection determines the output of the report. Different options are available depending on the selected report option.</p> <p>Use the State Format (Fixed Width) when uploading the information to the state. Use the other available formats (CSV, HTML, PDF) for data review and testing.</p>
Report Grades	<p>The report can be generated for either 11th or 12th grade students. Only one grade can be selected at a time.</p>
Contact Information	<p>When marked, the student's contact information reports (when data is populated) for the following fields:</p> <ul style="list-style-type: none"> • Mother Last Name (field 11) • Father Last Name (field 12) • Parent Phone Number (field 17) • Student Phone Number (field 18) • Student Email (field 19) • Parent Email (field 20) <p>This option is only available when generating the CalGrant Non-SSN Report Option.</p>
PO Box Address	<p>Reports the PO Box of students when a record of the PO Box exists.</p> <p>Reports the most recent address for the students marked as mailing when students do not have a PO Box Address.</p> <p>When there are multiple households, reports the address with the most recent start date between the households.</p> <p>This option is only available when generating the CalGrant Non-SSN Report Option.</p>
Protected Identity	<p>When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.</p> <p>This field is automatically selected.</p>
Ad hoc Filter	<p>When a filter is selected, only those students included on the filter report.</p>

Generate the Report

1. Select the desired **Permission Options** from the dropdown list.
 - **All Students** - returns all students in the 12th grade.
 - **CalGrant OK** - returns only those students who have the CalGrant OK checkbox marked on their [enrollment records](#).
2. Select the desired **Report Options** from the dropdown list:
3. Select the desired **Format** of the report from the dropdown list. Use the **State Format**

(Fixed Width) when uploading the information to the state. Use the other available formats (CSV, HTML, PDF, XML) for data review and testing.

4. Select the desired **Report Grade** level, either 11 or 12.
5. When generating the CalGrant Non-SSN Report, mark the **Contact Information** to include the student's contact information in the report.
6. When generating the CalGrant Non-SSN Report, mark the **PO Box Address** to include the student's PO Box information in the report.
7. Mark the **Protected Identity** checkbox to report student's legal last name, legal first name, etc., when populated.
8. When generating the CalGrant Graduated option, select an **Ad hoc Filter** that includes a list of the graduated students.
9. Select the **Calendar** from which to report data. Only one calendar can be selected. Calendars can be selected by the active year, by the school, or by the year.
10. Click the **Generate Report** button. The report displays in the desired format,

CalGrant GPA Review High School 2223, CEEB Code 123456					Date: 01/19/2023
Last Name	FirstName	MiddleName	Student Number	CalGrant GPA	HS Grad Date
				062023	062023
Student	Adam		123456	225	
Student	Brenda		234567	226	
Student	Collin		345678	391	062023
Student	Debra		456789	126	062023
Student	Evan		567890	092	062023
Student	Frank		678901	218	062023

CalGrant Verification- PDF Format

*CalGrantGPANoSSNExtract - Notepad				
File	Edit	Format	View	Help
NS10527600020230630225H	1234560000000000	Student	Adam	
NS10527600020230630226H	1234560000000000	Student	Brenda	
NS10527600020230630391H	1234560000000000	Student	Collin	
NS10527600020230630126H	1234560000000000	Student	Debra	
NS10527600020230630092H	1234560000000000	Student	Evan	
NS10527600020230630218H	1234560000000000	Student	Frank	

Calgrant Non-SSN - State Format (Fixed Width)

CalGrantGPA Records:135

RECORD_ID	SCH_CMPS_CODE	GRAD_DATE	STDT_GPA	FLAGS	SP_SCH_CMPS_CODE	STDT_DOB	STDT_LAST_NAME	STDT_FIRST_NAME
NS1	05276000	20220610	304	H	05276000	20030423	Student	Adam
NS1	05276000	20220610	376	H	05276000	20040729	Student	Brenda
NS1	05276000	20220610	339	H	05276000	20040124	Student	Collin
NS1	05276000	20220610	400	H	05276000	20040611	Student	Debra
NS1	05276000	20220610	237	H	05276000	20040310	Student	Evan
NS1	05276000	20220610	305	H	05276000	20040805	Student	Frank

CalGrant Graduation - HTML Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	RECORD_ID	SCH_CMPS_CODE	GRAD_DATE	STDT_GPA	FLAGS	STDT_DOB	STDT_LAST_NAME	STDT_FIRST_NAME	STDT_MI	MTHR_LAST_NAME	FTHR_LAST_NAME	STDT_STR_ADDR	STDT_CITY	STDT_ZIP_CODE	STDT_GENDER	PAR_PH
2	NS1	05276000	20240630	260 H	20051007	Student	Asher	Joe		Parent	Parent	1234 Main Street	Yourtown	95252	M	
3	NS1	05276000	20240630	238 H	20060827	Student	Brittany	Lynn		Parent	Parent	2345 Main Street	Anytown	95252	F	
4	NS1	05276000	20240630	300 H	20060710	Student	Charles			Parent	Parent	3456 Main Street	Ourtown	95249	M	
5	NS1	05276000	20240630	250 H	20051009	Student	David			Parent	Parent	4567 Main Street	Yourtown	95249	M	
6	NS1	05276000	20240630	279 H	20060206	Student	Erik			Parent	Parent	5678 Main Street	Anytown	95246	M	
7	NS1	05276000	20240630	323 H	20060222	Student	Fiona	E		Parent	Parent	6789 Main Street	Ourtown	95249	F	
8																
9																

CalGrant - NonSSN CSV Format

Verification Layout

Data Element	Description	Location
Social Security Number	Student's Social Security number. When a student does not have a Social Security number, this field reports a value of nine zeros (0000000000). <i>Numeric, 9 digits</i>	Demographics > Person Information > Soc Sec Num Identity.SSN
Filler 1	No data returns	N/A
GPA	Student's grade point average using the CalGrant calculation . This value reports an X.XX value, but does not report the decimal point. For example, a student with a GPA of 4.0 reports as 400. A value cannot be higher than 400. The student's GPA is viewable on the Student Transcript . <i>Numeric, 3 digits</i>	Calculated value, data not stored
Filler 2	No data returns	N/A

Data Element	Description	Location
School Code	<p>The school's College Board or CEEB code that provides the verified GPA.</p> <p>Reports the CEEB Number plus two zeros as <i>12345600</i>.</p> <p><i>Numeric, 8 digits</i></p>	<p>School Information > CEEB Number</p> <p>School.satNumber</p>
Filler 3	No data returns	N/A
High School GPA	<p>Indicates the CalGrant GPA is based on course work completed during high school. Reports as Y.</p> <p><i>Alphabetic, 1 character</i></p>	Data not stored
Filler 4	No data returns	N/A
High School Grad Date	<p>Reports the student's expected date of graduation.</p> <p>Reports the date entered in the Diploma Date field when populated.</p> <p>When the field is not populated, reports the date entered in the Projected Graduation Date field.</p> <p>When the field is not populated, reports the end year of the student's 12th grade enrollment (as YYYY0630).</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	<p>Graduation > Projected Graduation Date OR Diploma Date</p> <p>Graduation.projectedGraduationDate</p> <p>Graduation.diplomaDate</p>
Filler 5	No data returns	N/A
Spring School Code	<p>The College Board or CEEB code of the school the student attended as of the end of the 12th grade year.</p> <p>Reports the CEEB Number plus two zeros as <i>12345600</i>.</p> <p><i>Numeric, 8 digits</i></p>	<p>School Information > CEEB Number</p> <p>School.satNumber</p>
Filler 6	No data returns	N/A

Data Element	Description	Location
State Student ID (SSID)	Reports the student's state ID number. <i>Numeric, 8 digits</i>	Demographics > Person Identifiers > Student State ID Person.studentStateID

Non-SSN and Graduated Layout

Data Element	Description	Location
Record ID <i>Required</i>	Reports a value of NS1 for all records. <i>Alphanumeric, 3 characters</i>	Data not stored
School Code <i>Required</i>	The school's College Board or CEEB code that provides the verified GPA. Reports the CEEB Number plus two zeros as <i>12345600</i> . <i>Numeric, 8 digits</i>	School Information > CEEB Number
Grad Date <i>Required</i>	Reports the student's expected date of graduation or actual date of graduation. Reports the date entered in the Diploma Date field when populated. When that field is not populated, reports the date entered in the Projected Graduation Date field. When that field is not populated, reports the end year of the student's 12th grade enrollment (as YYYY0630). <i>Date field, 8 characters (YYYYMMDD)</i>	Graduation > Projected Graduation Date OR Diploma Date Graduation.projected GraduationDate Graduation.diplomaDate

Data Element	Description	Location
Student GPA <i>Required</i>	<p>Student's grade point average using the CalGrant calculation. This value reports an X.XX value, but does not report the decimal point. For example, a student with a GPA of 4.0 reports as 400. A value cannot be higher than 400.</p> <p>The student's GPA is viewable on the Student Transcript.</p> <p><i>Numeric, 3 digits</i></p>	Calculated value, data not stored
Flags	<p>Reports a value of H followed by seven spaces.</p> <p><i>Alphanumeric, 8 characters</i></p>	Data not stored
Student Date of Birth <i>Required</i>	<p>Reports the student's birth date.</p> <p><i>Date field, 8 characters (YYYYMMDD)</i></p>	Identities > Person Information > Birth Date Identity.birthDate
Student Last Name <i>Required</i>	<p>Reports the student's last name.</p> <p>When the Legal Last Name field is populated on the Identity record AND the Protected Identity checkbox is marked on the report editor, information reports from that field.</p> <p>The last name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.</p> <p><i>Alphanumeric, 35 characters</i></p>	Identities > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Element	Description	Location
Student First Name <i>Required</i>	<p>Reports the student's first name.</p> <p>When the Legal First Name field is populated on the Identity record AND the Protected Identity checkbox is marked on the report editor, information reports from that field.</p> <p>The first name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Identities > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
Student Middle Name	<p>Reports the student's middle name.</p> <p>When the Legal Middle Name field is populated on the Identity record AND the Protected Identity checkbox is marked on the report editor, information reports from that field.</p> <p>The middle name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.</p> <p><i>Alphanumeric, 15 characters</i></p>	<p>Identities > Person Information > Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal Middle Name</p> <p>Identity.legalMiddleName</p>

Data Element	Description	Location
Mother's Last Name	<p>Reports the last name of the student's mother.</p> <p>This field only reports when the Contact Information checkbox is marked.</p> <p>The last name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Identities > Person Information > Last Name</p> <p>Identity.lastName</p>
Father's Last Name	<p>Reports the last name of the student's father.</p> <p>This field only reports when the Contact Information checkbox is marked.</p> <p>The last name can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.</p> <p><i>Alphanumeric, 35 characters</i></p>	<p>Identities > Person Information > Last Name</p> <p>Identity.lastName</p>
Student Street Address Required	<p>Reports the street address of the student's primary household.</p> <p>Reports Number, Prefix, Street, Tag, Direction, and Apartment. from Primary Address.</p> <p>When PO Box Address is selected, reports PO Box address. When PO Box does report, it reports as 'PO Box NNNNN'.</p> <p><i>Alphanumeric, 40 characters</i></p>	<p>Household Addresses > Address</p> <p>Address.number</p> <p>Address.tag</p> <p>Address.street</p> <p>Address.direction</p> <p>Address.prefix</p>

Data Element	Description	Location
Student City <i>Required</i>	<p>Reports the city in which the student resides.</p> <p>Reports City from Primary Address (or reports City from Mailing Address when the Primary Address is a PO Box and PO Box Address is selected).</p> <p><i>Alphanumeric, 30 characters</i></p>	Household Addresses > Address > City Address.city
Student Zip Code <i>Required</i>	<p>Reports the zip code of the student's mailing address.</p> <p>Reports Zip from Primary Address (or reports Zip from Mailing Address when the Primary address is a PO Box and PO Box Address is selected). Only a 5-digit zip is required, but a zip+4 can report with a hyphen.</p> <p><i>Numeric, 5 digits</i></p>	Household Addresses > Address > Zip Code Address.zipCode
Student Gender	<p>Reports the student's gender.</p> <p>When the Legal Gender field is populated on the Identity record AND the Protected Identity checkbox is marked on the report editor, information reports from that field.</p> <p><i>Alphanumeric, 1 character (M, F, or X)</i></p>	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender
Parent's Phone Number	<p>Reports the parent's phone number. This information is based on the guardian flag assigned to the parent.</p> <p>This field only reports when the Contact Information checkbox is marked.</p> <p><i>Numeric, 10 digits</i></p>	Demographics > Personal Contact Information > Other Phone Contact.homePhone

Data Element	Description	Location
Student's Phone Number	<p>Reports the student's phone number.</p> <p>This field only reports when the Contact Information checkbox is marked.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics > Personal Contact Information > Other Phone</p> <p>Contact.homePhone</p>
Student Email	<p>Reports the student's email address.</p> <p>This field only reports when the Contact Information checkbox is marked.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics > Personal Contact Information > Email</p> <p>Contact.email</p>
Parent's Email	<p>Reports the parent's email address.</p> <p>This information is based on the guardian flag assigned to the parent.</p> <p>This field only reports when the Contact Information checkbox is marked. When more than one parent has an email address populated, the email of the parent with the lowest personID reports.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics > Personal Contact Information > Email</p> <p>Contact.email</p>
Dream Act ID	<p>This field does not report.</p> <p><i>Numeric, 9 digits</i></p>	N/A
School Student ID	<p>Reports the identification number assigned by the school.</p> <p><i>Numeric, 20 digits</i></p>	N/A
State Student ID <i>Required</i>	<p>Reports the identification number assigned by the state.</p> <p><i>Numeric, 8 digits</i></p>	<p>Demographics > Person Identifiers > Student State ID</p> <p>Person.studentStateID</p>