



User Reference Guide

WebGrants 4 Students
High School Entitlement (E1)

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COURSE OVERVIEW

Program Description

Who is considered for a High School Entitlement Award

- Current High school seniors and last year’s high school graduates.
- Students who meet the general Cal Grant eligibility requirements: <https://www.csac.ca.gov/cal-grants>.
- Foster Youth who meet the Cal Grant B expansion eligibility requirements: <https://www.csac.ca.gov/post/cal-grant-b-eligibility-expansion-foster-youth>.

Deadline to Apply

- Deadline is March 2nd of each award year. *Students attending a California Community College have until September 2nd.

How to Apply

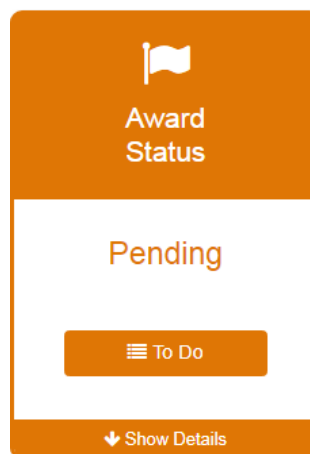
- Submit a high school GPA or the equivalent to the California Student Aid Commission by March 2nd or September 2nd if attending a California Community College.
- Complete a Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA).
- A week after submitting your FAFSA or CADAA go to <http://mygrantinfo.csac.ca.gov> to create your WebGrants 4 Students account.

1 HIGH SCHOOL ENTITLEMENT

Lesson Objectives:

- In this lesson the student will learn how to access and complete the High School Entitlement Form in WebGrants 4 Students.

1.1 Accessing the E1 ‘To-Do’ form



(Figure 1 – WebGrants 4 Students)

Step	Description	Action
1.	When a student logs into their WebGrants 4 Students account they will have a 'Cal Grant' menu with four cards. The card to the very left hand side is the 'Application Status' or 'Award Status' card (Figure 1). If the card is an 'Application Status' card the student needs to submit their FAFSA or CADAA and wait a week for it to process. However, if the card is an 'Award Status' pending card, then the E1 student needs to click the 'To Do' button in the middle of the card.	Click the 'To Do' button

1.1.1 Key Points

- After logging into WebGrants 4 Students, you need to click the 'To Do' button on the 'Award Status' card under the Cal Grant panel.

1.2 Completing the High School Entitlement 'To-Do' Form

(Figure 2 – WebGrants 4 Students)

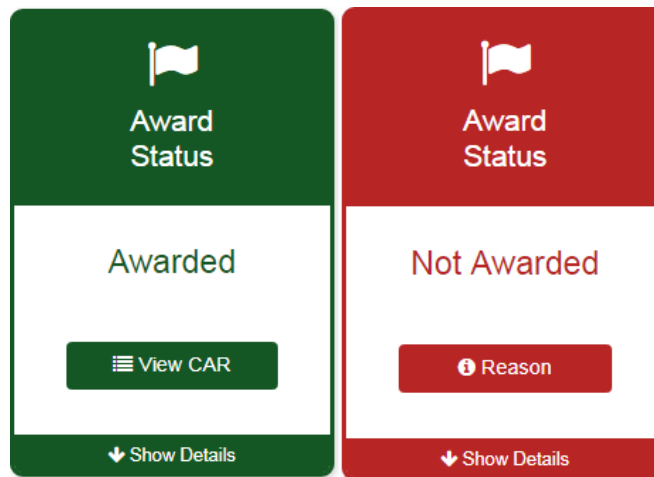
Step	Description	Action
1.	After the student clicks the 'To Do' button the 'High School Entitlement' form (Figure 2) will open. In order for a student to complete this they need to have submitted a FAFSA or CADAA, and must have a submitted GPA. The form contains required actions. 1) Beginning in February, the student must confirm their school of attendance, or select a different school if they do not	Confirm School of Attendance, or select a different school.

	intend on attending the school listed and they have to self certify their graduation date after they graduate.	
2.	After the student graduates they must return to their 'To Do' and certify the High School Graduation Date.	Confirm High School graduation
3.	After the student completes the form they will be given the option to submit the form.	Submit the form

1.2.1 Key Points

- Ensure all fields are complete in the 'High School Entitlement' form.
- Submit the form.

1.3 Reviewing the Updated 'Award Status'



(Figure 3 – WebGrants 4 Students)

Step	Description	Action
1.	After the student submits the form they should either have an 'Awarded' status or a 'Not Awarded' status (Figure 3).	Review status under the Cal Grant Panel
2.	Note: If the student is 'Not Awarded' they can view the reason by clicking the 'Reason' button, or by clicking the 'Show Details' drop down.	'NA'
3.	Note: If the student is 'Awarded' then they may view the grant type under 'Show Details'. They may also view their CA Aid Report, which they can print for their records.	'NA'

1.3.1 Key Points

- Make sure to review the 'Award Status' after completing the form.