

## Frequently Asked Questions about: Education Level (EL) Verification

### How do I get access to the EL Verification report?

Access to the EL Verification data is controlled by the School Administrator. Access can be granted either with or without access to the payment roster data. Security is tied in with the Roster/Reconciliation Main Menu.

- ✓ Users with access to the payment roster should be granted access to EL Verification in addition to their current access. When EL Verification access is added, the EL Verification fields will be included on the Display Roster screen. Fields have been added to the Customize Roster screen to allow users to filter the EL Verification data and view only students requiring verification.
- ✓ Users without access to the payment roster should be granted access to the Roster/Reconciliation Main Menu, Customize Roster, EL Verification, and Print Roster. The EL Verification screen can be sorted and filtered by using the Customize Roster features.

There is also a data file available for download in the Data Transfer / Report Download screen.

### How can I print out an EL Verification report on WebGrants?

To print a report, the roster must be printed from the Print Roster screen located in the Roster Main Menu. The report is formatted to print on 8.5" x 11" paper (landscape). For users with payment access it is probably best to customize a roster to display only students requiring verification and then print the custom roster.

### How do I create a custom roster to view (or print) only the students who need their EL verified?

The easiest way to view only the student that need their EL verified is to create a custom roster format. Go to the Customize Roster screen, create a new format and in the Define Selection Criteria section, check the following:

#### EL Status

- "Not Paid, Verif Required (2),"
- "Unable to Verify (5), and
- "Paid, Verification Required (6)."

#### New/Renewal

- "New"

#### Section

- "Eligible"

An example is included below. For further instructions on using the Customize Roster screen, please refer to the Roster/Reconciliation User Guide located in the Help Menu.

### Customize Roster – Define Selection Criteria

<b>EL Status</b>	<input type="checkbox"/> Verification Not Required (1)	<input checked="" type="checkbox"/> Not Paid, Verif Required (2)		
	<input type="checkbox"/> Verified As Reported (3)	<input type="checkbox"/> Verified with Change (4)		
	<input checked="" type="checkbox"/> Unable to Verify (5)	<input checked="" type="checkbox"/> Paid, Verification Required (6)		
<b>New/Renewal Students</b>	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal		
<b>Program Code</b>	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> T
<b>Section</b>	<input checked="" type="checkbox"/> Eligible	<input type="checkbox"/> CC Reserve	<input type="checkbox"/> Ineligible	

**Note:** to reduce the amount of payment data displayed when printing a report, select only one term to be included. Schools without a mandatory summer term can select the Summer Term only and view an EL Verification roster without any payment data.

### There is a button on the Display Roster screen that says “Verify ELs as reported.” What does this mean?

If you have reviewed all of the students on the page requiring verification and found that all of the education levels are correct, you can click on the <Verify ELs as reported> button instead of entering individual data for each student. This will only impact one page (5 records) at a time.

### When I click on the <Next> button I get a message saying that there are ELs that still need verification. Do I have to verify the EL to proceed?

No, you can click <ok> to continue. Please remember that a student’s EL should be verified at the time of payment to ensure that the student is eligible for payment.

### I verified the EL for a number of students, but they still show up on the roster when I filter for unverified students (through Customize Roster). Why does that happen?

Until the weekly payment cycle runs, the transactions are still pending and therefore will not show as processed until the following week.

### Can I change the EL for students who aren’t selected for verification by the Student Aid Commission?

Yes, for all new Cal Grant A and B recipients the EL can be verified through the Display Roster screen. The EL for renewal students can be changed by submitting a Grant Record Change form. The form can be submitted through WebGrants using the Grant Record Change screen located under the Student Info Main Menu.

### If I verify a student’s EL in error, can I delete the transaction?

Until the weekly payment cycle is run, the transaction can be deleted online by clicking the <Delete EL Txn> box at the far right hand side of the Education Level data line.



Education Level (EL) Verification	Reported EL 2	Verified EL 2	Status 3 – Verified As Reported	Delete EL Txn <input type="checkbox"/>
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After the payment cycle has been run, the EL can be corrected by submitting a new transaction.

**My campus has an automated system and we have completed the programming to upload data files to the Commission. Is there a way I can test my EL Verification file upload prior to trying it in production?**

Yes, contact the Commission's Help Desk and they will coordinate the testing process. The Help Desk can be reached via email at [CSACHelpDesk@csac.ca.gov](mailto:CSACHelpDesk@csac.ca.gov) or by phone at 1-888-294-0148.